

STUDENT HANDBOOK

1988-1989



2100 SILAS CREEK PARKWAY
WINSTON-SALEM, NORTH CAROLINA 27103

STUDENT HANDBOOK

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CHANGES IN REGULATIONS

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. Forsyth Technical Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The College also reserves the right to discontinue at any time programs or courses described in this publication. While every effort will be made to give advance notice of any changes of programs or courses, such notice is neither guaranteed nor required. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the student and of the College.

Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103
Telephone: 723-0371

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WELCOME FROM THE PRESIDENT

The Board of Trustees, administrators, faculty, and staff are delighted to welcome you to Forsyth Technical Community College. We assure you that we will strive to make your time with us challenging and rewarding as you prepare for your chosen field of study.

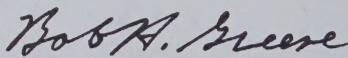
Each new year brings new opportunities and new challenges. We hope that you will make the most of these opportunities while enrolled at FTCC. You are part of an ever-growing segment of the population seeking to further their education in order to attain their goals and become more productive and self-fulfilled individuals.

In May 1988, Forsyth Tech, as well as the N.C. Community College System, celebrated its 25th Anniversary of service to the citizens of this great state. Our mission remains essentially the same as it has been from the beginning, to provide trade and technical training for local business/industry and educational resources and instruction to meet the needs of the citizens within our service area. We are excited about and looking forward to the next twenty-five years.

During this school year, we will begin serving students in a new vocational facility; we will offer a cooperative College Transfer Program with Davidson County Community College and initiate the approval process to implement a College Transfer Program of our own by Fall 1989; and we will continue to seek out and serve local business and industry through advisory boards and training/retraining programs for potential, new and/or current employees.

You are a vital part of FTCC and our major goal is serving you. If I, or any member of the faculty or staff can assist you in reaching your goals, please do not hesitate to ask. We hope you will feel free to share any ideas you may have for improving the quality of our programs with any of our faculty members or administrators. When you succeed, we all succeed.

I hope you enjoy your time at Forsyth Tech and that it will enable you to achieve all you want to achieve. We all look forward to serving you.



Bob H. Greene, Ed.D.
President

FORSYTH TECHNICAL COMMUNITY COLLEGE CALENDAR FOR 1988-1989

FALL QUARTER, 1988

Monday, August 29	Faculty Orientation
Tuesday, August 30 and	
Wednesday, August 31	Registration
Thursday, September 1	First Day of Classes
Monday, September 5	Labor Day Holiday
Wednesday, September 7	Last Day to Add Classes
Tuesday, September 27	Last Day to Drop Without Penalty
Thursday, November 17	Last Day of Classes
Friday, November 18	Grade Posting

WINTER QUARTER, 1988

Tuesday, November 22 and	Registration
Wednesday, November 23	Thanksgiving Holidays
Thursday, November 24 and	First Day of Classes
Friday, November 25	Last Day to Add Classes
Monday, November 28	Last Day to Drop Without Penalty
Thursday, December 1	Christmas and New Year Holidays
Wednesday, December 21	Classes Resume
Friday, December 23 through	Last Day of Classes
Friday, December 30	Grade Posting
Monday, January 2	
Monday, February 20	
Tuesday, February 21	

SPRING QUARTER, 1989

Thursday, February 23 and	Registration
Friday, February 24	First Day of Classes
Monday, February 27	Last Day to Add Classes
Thursday, March 2	Last Day to Drop Without Penalty
Wednesday, March 22	Easter Holidays
Friday, March 24 and	Last Day of Classes
Monday, March 27	Grade Posting
Tuesday, May 16	Graduation
Wednesday, May 17	
Friday, May 19	

SUMMER QUARTER, 1989

Monday, May 22	Registration
Tuesday, May 23	First Day of Classes
Friday, May 26	Last Day to Add Classes
Monday, May 29	Memorial Day Holiday
Friday, June 16	Last Day to Drop Without Penalty
Tuesday, July 4	Independence Day Holiday
Wednesday, August 9	Last Day of Classes
Thursday, August 10	Grade Posting
Friday, August 11	Graduation

Thursday, February 23
Friday, February 24 through
Tuesday, February 28

Grade Posting
Faculty Work Days — These days may
be used to make up time lost due to
inclement weather

SPRING QUARTER, 1989

March 1, 1989 – May 23, 1989

Wednesday, March 1
Thursday, March 2
Tuesday, March 7
Tuesday, March 28
Friday, March 24
Thursday, May 18
Friday, May 19
Tuesday, May 23

Registration
First Day of Classes
Last Day to Add Classes
Last Day to Drop Without Penalty
Easter Holiday
Last Day of Classes
Grade Posting
Graduation

SUMMER QUARTER, 1989

May 24, 1989 – August 11, 1989

Wednesday, May 24
Monday, May 29
Tuesday, May 30
Friday, June 2
Thursday, June 22
Tuesday, July 4
Tuesday, August 8
Wednesday, August 9
Friday, August 11

Registration
Memorial Day Holiday
First Day of Classes
Last Day to Add Classes
Last Day to Drop Without Penalty
Independence Day Holiday
Last Day of Classes
Grade Posting
Graduation

FORSYTH TECHNICAL COMMUNITY COLLEGE

REVISED

STUDENT CALENDAR FOR 1988 - 1989

REVISED

FALL QUARTER, 1988

August 30, 1988 - November 21, 1988

Tuesday, August 30, and	Registration
Wednesday, August 31	First Day of Classes
Friday, September 2	Labor Day (Holiday)
Monday, September 5	Last Day to Add Classes
Thursday, September 8	Last Day to Drop Without Penalty
Wednesday, September 28	Last Day of Classes
Friday, November 18	Grade Posting
Monday, November 21	

WINTER QUARTER, 1988

November 22, 1988 - February 23, 1989

Registration - Night ONLY
Registration - Day ONLY

Tuesday, November 22	Thanksgiving Holidays
Wednesday, November 23	First Day of Classes
Thursday, November 24, and	Last Day to Add Classes
Friday, November 25	Last Day to Drop Without Penalty
Monday, November 28	Faculty Work Day (Students-no class)
Thursday, December 1	
Wednesday, December 21	
Friday, December 23	
Monday, December 26 through	Christmas and New Year Holidays
Monday, January 2	Classes Resume
Tuesday, January 3	Martin Luther King's Birthday - Holiday
Monday, January 16	

(Fees for parking permits and parking violations are SUBJECT TO CHANGE WITHOUT NOTICE.)
However, THERE WILL BE A \$25.00 CHARGE FOR PARKING IN A SPACE DESIGNATED AS HANDICAPPED
PARKING!!

VERY IMPORTANT

1. To minimize lines during registration, it is very important that you follow the registration schedule that is published each quarter.
2. Students are not officially registered until all tuition and fees are paid.
3. If you fail to register and pay tuition and fees at the designated time, you will FORFEIT the classes for which you preregistered and will be required to register again. A late fee will be charged after registration dates.
4. Veterans must pay their own tuition and fees.

STUDENT INSURANCE

The College does not carry hospitalization insurance for illness. Forsyth Tech does carry accident insurance on all curriculum students. This policy covers accidents while at school.

There are limitations on the amount of payment, but coverage is sufficient to get immediate attention without guarantee of payment when a school official certifies that the student is insured and that the accident occurred under circumstances covered by the policy. This insurance is in no way a substitute for a student's personal health insurance policy. Specific information on coverage will be provided during registration.

SPECIAL NOTE

As a student at Forsyth Technical Community College, you are guaranteed certain rights of academic privacy. Forsyth Technical Community College will not divulge any student information to outside sources except fact of enrollment and program of study. Other information may be released only with written permission of the student.

FTCC does not have the facilities to forward messages to students. Please ask relatives and friends **NOT TO CONTACT YOU AT SCHOOL.** IN CASES OF EMERGENCY, HOWEVER, OUR STAFF WILL MAKE EVERY EFFORT TO RELAY INFORMATION TO STUDENTS.

JUST A REMINDER

The North Carolina State Legislature has approved the following tuition rates, but the rates are **SUBJECT TO CHANGE WITHOUT NOTICE:**

IN-STATE

Full-Time	\$ 75.00	\$702.00
Less Than Full-Time	\$ 6.25/credit hour	\$ 58.50/credit hour

OUT-OF-STATE

In certain classes, there is a \$10.00 NONREFUNDABLE Instructional Fee. In addition to tuition, the Student Activity Fee will not exceed \$5.00 per quarter. Students in health programs will pay additional costs for malpractice insurance and other hospital requirements.

Parking on the main campus is by permit only. Parking Permits are \$4.00 per vehicle.



HISTORY AND PURPOSE

Forsyth Technical Community College can trace its beginning to early adult and high school vocational courses which were available in Winston-Salem. In 1958, a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October of 1960. In 1963, a third building was constructed, and new technical programs were added. That same year the North Carolina Legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Educational Centers. In January, 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to a local board of trustees to govern the Institute following policies established by the State Board of Community Colleges and the State Department of Education.

Additional building construction throughout the years has allowed for program development and expansion to meet the increasing need for vocational and technical training. In 1984, a bond referendum provided funds for the acquisition of Dalton Junior High School, which became the institute's west campus, and for the construction of a high technology building, Hauser Hall. In July 1985, Forsyth Technical Institute became Forsyth Technical College. In December 1988, Forsyth Technical College became Forsyth Technical Community College.

The purpose of Forsyth Technical Community College is to prepare people for gainful employment and effective community membership. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in industry, business, and health occupations. The college is also dedicated to the concept of continuing education through the Adult Continuing Education Program directed toward self-improvement in cultural, avocational, and vocational pursuits.

The course of study at Forsyth Technical Community College seeks to attain the stated purpose of the institution by:

1. providing effective teaching to all who enroll;
2. providing educational opportunities for adults who discontinued their formal training before mastering the basic skills in general education;
3. providing vocational training for students who are preparing to enter skilled trades;
4. providing technical training for those persons wishing to enter the more highly skilled occupations in business, industry, and health services;
5. providing technical, vocational, and enrichment courses on a part-time basis for adults now employed.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Discrimination

Forsyth Technical Community College is an equal opportunity institution, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. No person shall be discriminated against on the basis of race, sex, religion, age, national origin, or handicap, if otherwise qualified.

SPECIAL PROVISIONS FOR HANDICAPPED PERSONS

It is the intent of the College that all courses of study be accessible to qualified students. Handicapped persons should provide approximately one quarter of advance notice for the dean of Student Services in order to identify any special equipment needs and to facilitate adjustments in programs, facilities, or schedules, if needed.

Special services currently available for handicapped students include tutors and note-takers, a TTY (telephone for the deaf), and staff members with basic manual language skills. These free services may be arranged in the Individualized Learning Center and in Student Services. Arrangements must be made through the counselor for special needs students. The counselor can assist with any special provisions to assist in the learning process. Handicapped students who require attendant care are responsible for their own arrangements.

LOCAL ADVISORY COMMITTEES

Each program of study at Forsyth Technical Community College has its own advisory committee. The committees are composed of representatives of local businesses, industries, and education and community organizations.

The advisory committees provide the necessary contact between the College and the community in an effort to maintain current and relevant programs of instruction to meet the need of the community.

LOCATION AND FACILITIES

The College's main campus is located at 2100 Silas Creek Parkway in the southwest section of Winston-Salem. The College's west campus is located at 1300 Bolton Street at the intersection of Bolton Street and Silas Creek Parkway. The Health Technology programs are housed in the Allied Health Building at North Carolina Baptist Hospital and in the Paramedical Building at Forsyth Memorial Hospital. All campuses are easily accessible from US Highway 52, North Carolina Highway 150, and Interstate Highway 40.

Off campus Individualized Learning Centers are located at the Forsyth County Public Library on West Fifth Street and Whitaker Care Center of Forsyth Memorial Hospital. ILC's are also available on main campus and west campus.

HOURS OF INSTRUCTION

Classes are scheduled between the hours of 7 a.m. and 11 p.m., Monday through Friday. Some courses are offered on Saturday mornings.

Students in Health Technology programs (particularly nursing programs) can expect clinical practice to be scheduled during any part of the 24-hour day, seven days a week.

ACCREDITATION

Forsyth Technical Community College is accredited by the Southern Association of Colleges and Schools.

The Associate Degree Nursing program and the Practical Nurse Education program are accredited by the North Carolina State Board of Nursing. Respiratory Therapy Technology, Radiologic Technology, and Nuclear Medicine Technology are accredited by the American Medical Association through the Committee on Allied Health Education and Accreditation (CAHEA).

The College is a member in good standing of the American Association of Community and Junior Colleges.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Technology are accredited by the Technology Accreditation Commission of the Accreditation Board of Engineering and Technology (TAC/ABET).



PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting
Architectural Technology
Associate Degree Nursing
Banking and Finance
Business Administration
Business Computer Programming
Computer Engineering Technology
Early Childhood Specialist
Electromechanical Technology
Electronics Engineering Technology
General Education
Horticulture Technology
Law Enforcement Technology
Manufacturing Engineering Technology
Marketing and Retailing
Mechanical Drafting and Design Technology
Nuclear Medicine Technology
Paralegal Technology
Radiologic Technology
Real Estate
Respiratory Therapy Technology—Therapist
Secretarial—Executive
Secretarial—General Office

VOCATIONAL DIPLOMA

Air Conditioning, Heating, and Refrigeration
Automotive Body Repair
Automotive Mechanics
Carpentry and Cabinetmaking
Diesel Vehicle Maintenance
Electrical Installation and Maintenance
Electronic Servicing
Graphic Arts—Printing
Machinist
Plumbing and Pipefitting
Practical Nurse Education
Welding

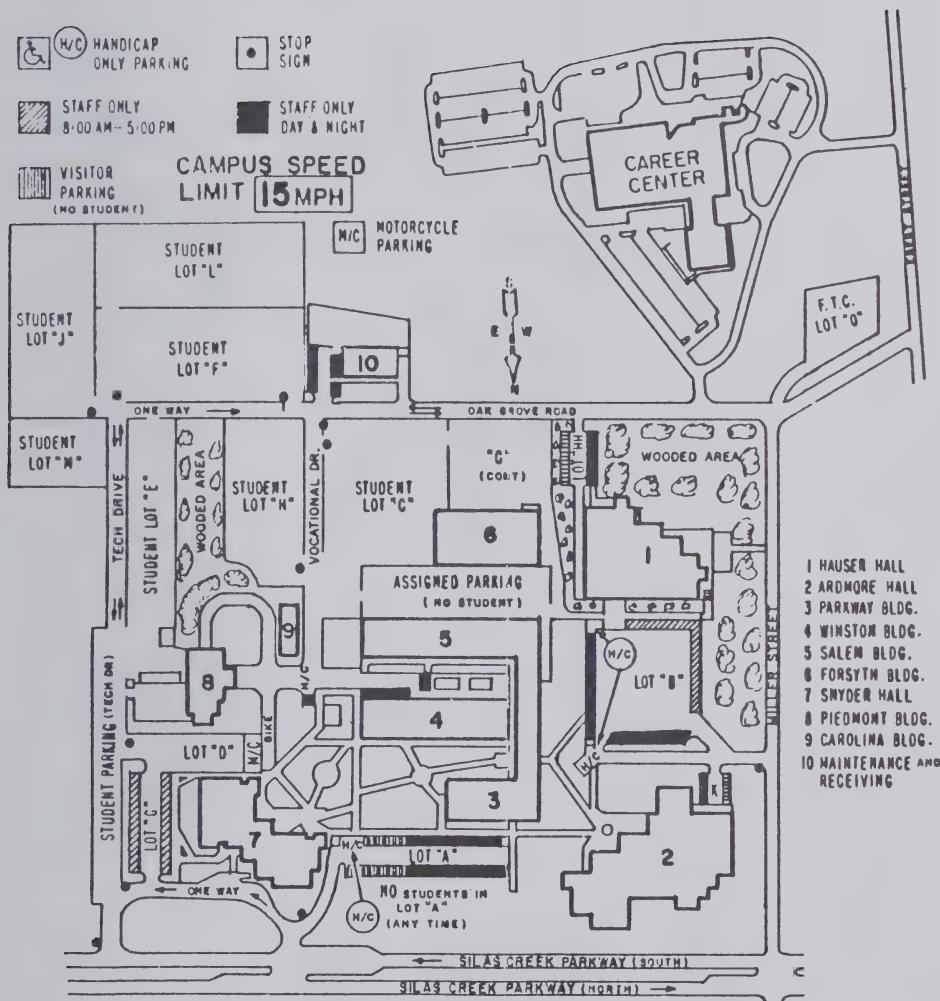
CERTIFICATE

Clerical Processing
COBOL Programming
Medical Transcription
Microcomputing
Operating Room Technician

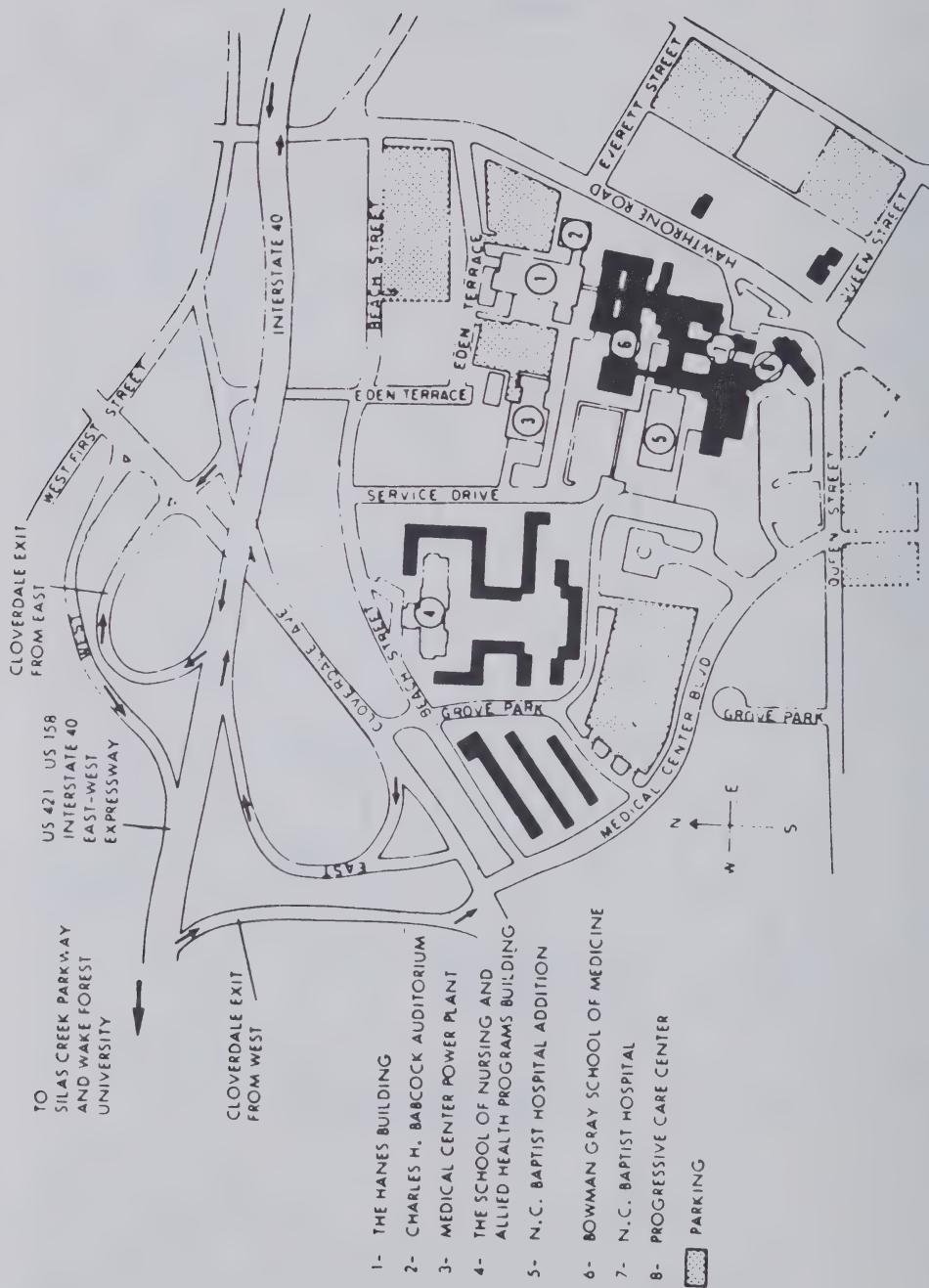
Some programs of study may be available both day and evening. For specific information, contact the Admissions Office.

MAPS OF FACILITIES

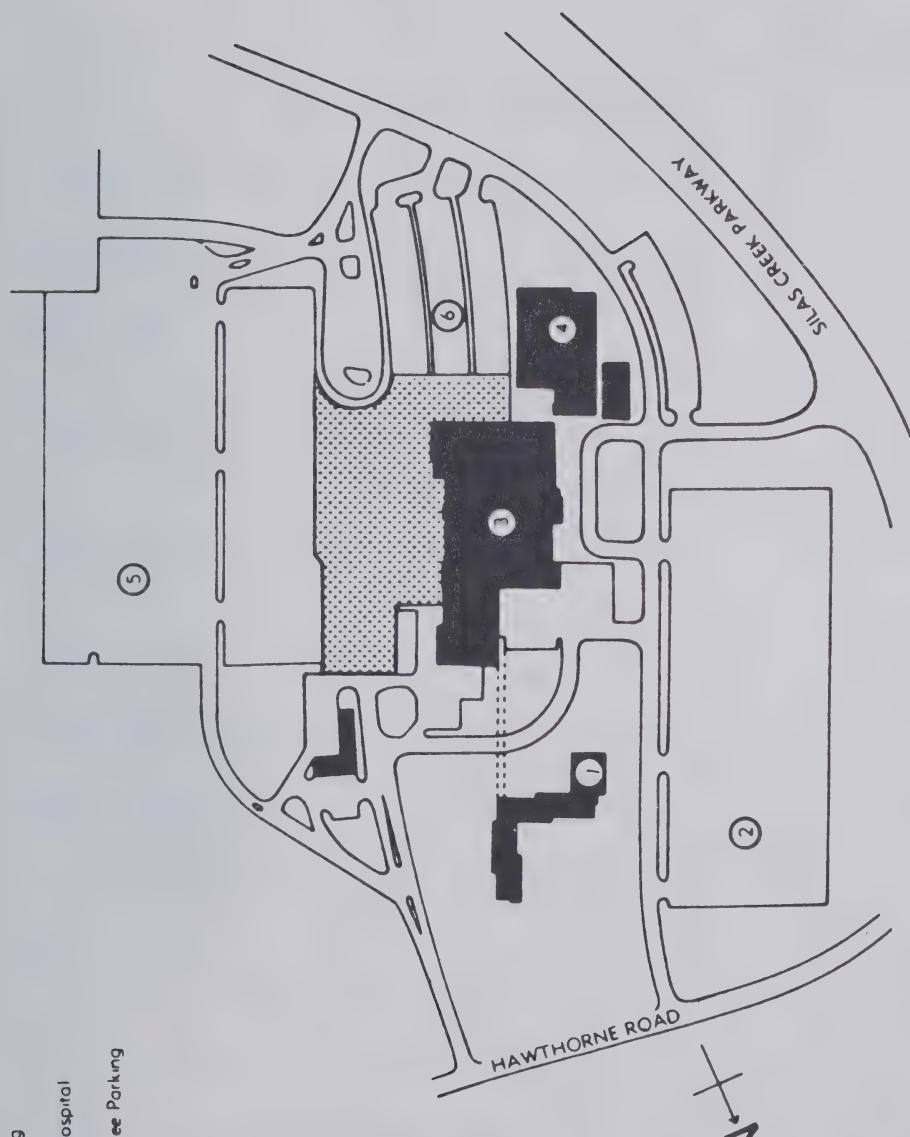
MAIN CAMPUS



MEDICAL CENTER

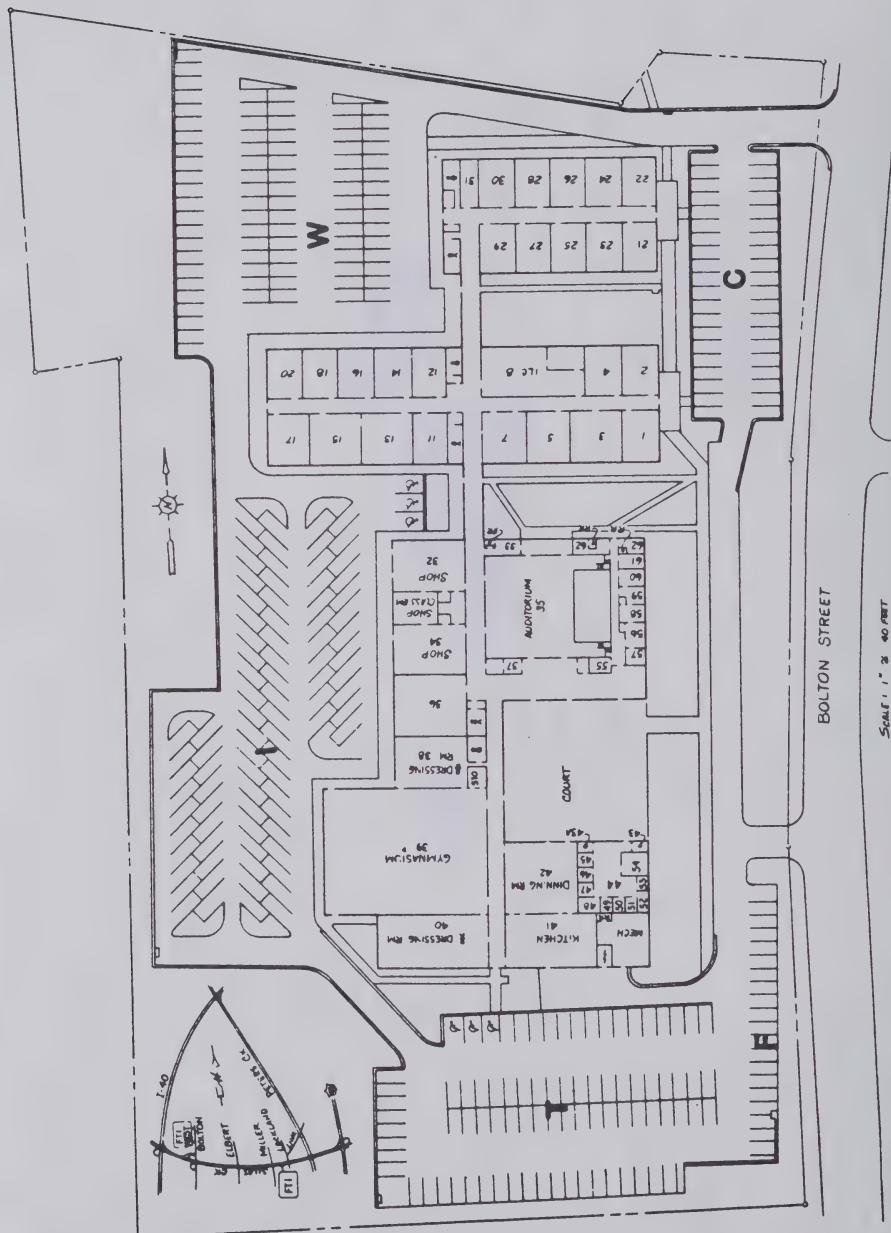


FORSYTH MEMORIAL HOSPITAL



- 1 Paramedical Building
- 2 Student Parking
- 3 Forsyth Memorial Hospital
- 4 Whitaker Care
- 5 Faculty and Employee Parking
- 6 Doctor's Parking

WEST CAMPUS



PERSONNEL

BOARD OF TRUSTEES

Chairman	Brian C. Miller
Vice Chairman	Selvey J. Boyer

APPOINTED BY THE GOVERNOR

L. Hackett French	1991
Western Electric Co. (Retired)	
Joyce E. Glass	1991
Registered Nurse, Medical Park Hospital	
Brian C. Miller	1989
President, Miller Mechanical, Inc.	
Ned R. Smith	1989
Winston-Salem/Forsyth County Schools (Retired)	

APPOINTED BY THE COUNTY COMMISSIONERS

Selvey J. Boyer	1991
Instructor, Parkland High School	
Frances D. Kiger	1989
Registered Nurse/Homemaker	
Clyde F. McSwain	1991
Printing Instructor, Winston-Salem/Forsyth County Schools (Retired)	
Dewitt E. Rhoades	1989
President, DERA, Inc.	

APPOINTED BY THE WINSTON-SALEM/FORSYTH COUNTY BOARD OF EDUCATION

Beaufort O. Bailey	1991
Media Director, Winston-Salem State University	
Robert R. Gordon, Jr.	1991
Vice President, Personnel, R.J. Reynolds Tobacco USA	
Dr. Charlie B. Hauser	1989
Legislator/Winston-Salem State University (Retired)	
Dr. H.P. VanCleve	1989
Bowman Gray School of Medicine (Retired)	

APPOINTED BY STUDENT GOVERNMENT ASSOCIATION

SGA President	Nonvoting member
(Elected yearly)	

ADMINISTRATIVE OFFICERS

Dr. Bob H. Greene	President
T. Glen Fleeman, Jr.	Executive Vice President
Charles P. Branch	Vice President, Business Affairs
James A. Rousseau	Vice President, Planning and Development
Larry V. Weaver	Administrative Assistant to the President

OFFICE OF EXECUTIVE VICE PRESIDENT

T. Glen Fleeman, Jr.

Curriculum Programs

Dr. Harley P. Affeldt	Dean, Engineering Technologies Division
Marvin L. Allen	Dean, Business Technologies Division
Grace B. Corey	Dean, General Studies Division
Dr. James R. Winning	Dean, Health Technologies Division

Program Assessment/Individualized Learning Center

Susan R. Taylor	Dean, Program Assessment/ILC
Brian R. O'Connor	Lead Instructor, Credit Courses
Anne M. Teachey	Coordinator, West Campus ILC

Continuing Education Division

L. Tom Williams	Dean, Continuing Education, Business and Industry Liaison
R. Shelton Jones	Associate Dean, Occupational Extension
Sandy D. Allen	Associate Dean, Avocational/Academic Extension
Frances W. Proctor	Associate Dean, Health Related Extension
Jerri E. Cathey	Coordinator, Adult High School
Sarah C. Coleman	Coordinator, Adult Basic Education

OFFICE OF VICE PRESIDENT, BUSINESS AFFAIRS

Charles P. Branch

Joyce W. Keith	Director, Financial Services
Jerry D. Rogers	Director, Auxiliary and Physical Plant Services
Diane L. Sims	Director, Student Financial Services
Robert L. Wallace	Supervisor, Maintenance

OFFICE OF VICE PRESIDENT, PLANNING AND DEVELOPMENT

James A. Rousseau

Student Services Division

Susan Q. Phelps	Dean, Student Services
Benjamin L. Howell	Director, Counseling
Charles R. King	Counselor
Colleen R. Richardson	Counselor
George McLendon	Director, Admissions and Career Guidance
Sandra W. Suggs	Admissions Counselor
Becki M. Weaver	Admissions Counselor
E. Lorraine Wood	Admissions Counselor
J. Bruce Shepherd	Director, Records and Recruitment
Brenda A. Green	Records and Registration Assistant
Linda Griffith	Records Technician

Library

Audrey B. Zablocki	Director, Library Services
Thomas F. Gordon	Reader Services Librarian
Brenda B. Bodsford	Audiovisual Technician
Polly C. King	Head, Library Technical Assistant
Jennifer Y. Springs	Library Technical Assistant

Student Placement and Activities

James A. Shields	Director, Student Placement and Activities
Sheila Shields	Student Activities Facilitator

Public Relations

Jean R. Perkins	Coordinator, Public Relations
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OFFICE OF ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

Larry V. Weaver

Lester G. Brown	Director, Public Safety
Thomas P. Johnson	Public Safety Officer

SERVICES LOCATOR

Needs Concerning	Position	Location*
Academic Problems	Faculty Advisor or Counselor	MC, AHB, FMH
Academic Standing	Records Office	MC—Parkway Bldg.
Accidents	Public Safety Office	MC—Parkway Bldg.
Adult High School	Supervisor, Adult High School	WC—West Campus
Alumni Affairs	Job Placement	MC—Ardmore Hall
Appealing Academic Suspension	Deans	MC, AHB
Appealing Disciplinary Action	Dean, Student Services	MC—Parkway Bldg.
Books and Supplies	Bookstore	MC—Snyder Hall
Cafeteria	Food Service	MC—Hauser Hall
Canteen	Food Service	MC—Snyder Hall, Hauser Hall, AHB, FMH, WC
Changing Curriculum	Counselor	MC, AHB, FMH
Class Rings (Purchase)	Bookstore	MC—Snyder Hall
Class Scheduling	Advisor	MC—Parkway Bldg.
Class Schedule	Counselor	
Evening Classes	Counselors	MC—Parkway Bldg.
Counseling	Credit Course Coordinator	MC—Ardmore Hall
Credit Courses in ILC	Business Technologies	MC—Hauser Hall
Deans' Offices	Continuing Education	WC
	Engineering Technologies	MC—Winston Bldg.
	General Studies	MC—Snyder Hall
	Health Technologies	AHB
Extension Courses	Individualized Learning Ctr.	MC—Ardmore Hall
Evening Curriculum	Student Services	MC—Parkway Bldg.
Evening Director	Continuing Ed. Office	WC
Financial Aid	Admissions Office	MC—Parkway Bldg.
Graduation Intents/Review of Credits	Administrative Assistant	MC—Ardmore Hall
Housing	Financial Aid Office	MC—Parkway Bldg.
Information	Records Office	MC—Parkway Bldg.
Injury or Illness	Counseling Center	MC—Parkway Bldg.
Job Placement	Student Services	MC—Parkway Bldg.
Library Research	Instructor/Counselor/Public Safety Office	MC—Parkway Bldg., AHB, FMH
Lost and Found	Placement Director	MC—Ardmore Hall
Out-of-State Tuition	Librarian	MC, AHB, FMH
Parking Decal	Public Safety Office	MC—Parkway Bldg.
Paying Tuition and Fees	Admissions Office	MC—Parkway Bldg.
Personal Matters/Physical Handicaps	Cashier	MC—Ardmore Hall
Pretechnical Courses	Business Office	MC—Ardmore Hall
President's Office	Counselor	MC—Parkway Bldg.
Program Pin (Purchase)	Pretechnical Coordinator	MC—Hauser Hall
Public Safety	President, Exec. Vice Pres.	MC—Hauser Hall
Review and Remedial Work	Bookstore	MC—Snyder Hall
Records, Student	Public Safety Office	MC—Parkway Bldg., WC
SGA Office	Learning Lab Coordinator	MC—Ardmore Hall, WC—ILC
Student Activities	Records Office	MC—Parkway Bldg.
Student Newspaper	Officers	MC—Hauser Hall
Tutoring Service	Student Activities Facilitator	MC—Snyder Hall
	Student Activities Facilitator	MC—Snyder Hall
	Tutoring Coordinator	MC—Ardmore Hall, ILC, AHB, FMH—Dept. Chair.
Veteran's Affairs	Director of Student Financial Services	MC—Parkway Bldg.

Weekend Director
Withdrawal from School

Information
Counselor/Counseling Center

MC—Parkway Bldg.
MC—Parkway Bldg.

*MC—Main Campus

AHB—Allied Health Building at North Carolina Baptist Hospital

FMH—Forsyth Memorial Hospital

WC—West Campus



ACADEMICS

ORIENTATION AND PREREGISTRATION FOR NEW STUDENTS

All new students are required to participate in an orientation, preregistration session conducted by the counseling staff and faculty. The purpose of this session is to preregister the students and to acquaint them with personnel, faculty, and student organization. The regulations, policies, and privileges of the College as set forth in the catalog and Student Handbook are discussed and interpreted. Specifics are presented on departmental rules and schedules for individual curriculums that entering students are required to be familiar with while enrolled at Forsyth Technical Community College.

PREREGISTRATION

The preregistration period for continuing students is held during the latter part of each quarter. During this period, each continuing student is expected to meet with his advisor to determine a schedule of courses for the upcoming quarter. Any questions arising during this preregistration period concerning transfer credit for course(s) should be directed to the appropriate admissions counselor. A preregistration period is conducted for new students who have been approved for admission. New student preregistration is held on specific dates before regular registration days. Prepayment of tuition and fees will be held on designated days before each quarter registration dates.

REGISTRATION

The College operates on an 11-week quarter system. Students pursuing diploma, degree, or certificate programs must register at the beginning of each quarter. All students are expected to register on specific dates listed in the calendar for the academic year. Tuition and fees must be paid on designated prepayment or registration days.

LATE REGISTRATION, SCHEDULE ADJUSTMENTS, AND DROP/ADD

Late registration can be completed during the drop/add period. The academic calendar will list the specific dates for the drop/add period. If payment for classes is not received by the close of business on the last day to add classes, enrollment for that quarter is forfeited. There is a \$5.00 late registration fee. Late registration is allowed if:

1. the class is not cancelled or closed;
2. the student has the consent of their advisor and has met admission and prerequisite requirements;
3. the student pays the \$5.00 late registration fee in full at the time of late registration, unless they register late at the request of the College.

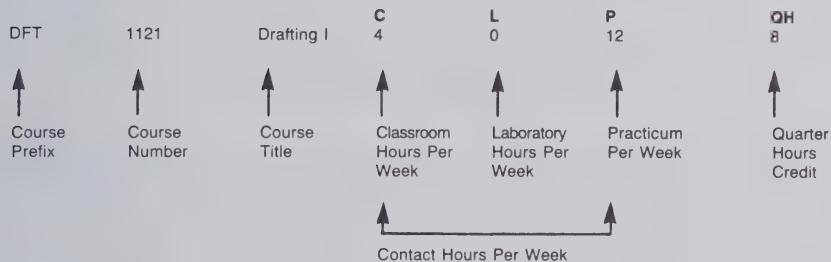
All schedule adjustments must be approved by the student's advisor and notification of such changes submitted to the Records Office.

COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges.

1. Each course is designated by a three-letter prefix indicating the general subject area.
2. A number indicating a specific course within an area follows the letter prefix according to the following rules:
 - a. Pretechnical courses 0001-0099
 - b. Technical courses 0100-0299
 - c. Vocational courses 1000-1099
 - d. Continuing Education courses beyond high school 2000-3099

SAMPLE COURSE LISTING



GRADING SYSTEM

The following grading system is generally used by Forsyth Technical Community College:

Number Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Withdrawal	W		
Passing	WP		
Failing	WF		
Incomplete	I		
Audit	Y		

The letter equivalent system is used for recording and reporting grades.

W—Withdrawal

A withdrawal is the grade given to a student who officially withdraws from a course through the 18th class day of a quarter.

WP—Withdrawal Passing

A withdrawal passing is the grade given to a student who at any time after the 18th class day of the quarter withdraws from a course with a passing grade.

WF—Withdrawal Failing

A withdrawal failing is the grade given a student who at any time after the 18th class day of the quarter withdraws from a course with a failing grade. A "WF" is computed in the grade point average equivalent to a grade of "F".

Withdrawals (WP, WF)

A student may not withdraw from a class after the 50th class day of the quarter without permission of the instructor.

How to Withdraw Officially

Every student who is considering withdrawing from a class or from school should contact the instructor or Counseling Center to discuss the decision to withdraw.

1. Withdrawal from a Class

It is the student's responsibility to notify the instructor or Counseling Center in person or in writing of the decision to withdraw and to complete a Drop form. The last day of class attendance will be the date reported to the Records Office.

2. Total Withdrawal from School

A student who must withdraw from school before graduation, either permanently or temporarily, should make an official withdrawal. Students must notify their instructors or the Counseling Center either in person or writing and complete the Drop form and the Withdrawal Information Sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite reentry, transfer of credit to another institution, or to provide potential employers with accurate education information. Veterans and financial aid recipients must notify the Office of Student Financial Services. The last day of class attendance will be the date reported to the Records Office. When students fail to notify the Counseling Center, they may receive a failing grade from their instructor.

I—Incomplete

The grade of incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or circumstances beyond the student's control are considered valid reasons for noncompletion of work. The student must have advised his instructor of the circumstance before the end of the quarter and have been granted an incomplete grade. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following quarter by which the work must be completed. If the conditions necessary to remove the incomplete will require additional hours of instruction, the student must reregister for the course. If, on the other hand, the student needs only to complete work without instructional supervision, this must be completed no later than the following quarter or the course must be repeated.

Any student who receives an incomplete on a course that is a prerequisite for another course must make up the incomplete work by the end of the drop/add period if he is registered for the next succeeding course. Should the student fail to remove the incomplete by the end of the drop/add period, he must drop the course which is dependent on the prerequisite.

If the incomplete is not removed by the end of the quarter immediately following the quarter it was granted, it will remain permanently recorded.

Y—Audit

Any audit of courses must have the prior approval of the appropriate division dean. The Audit Request is available in the Counseling Center or from the appropriate division dean. It must be submitted to the Records Office for processing before the end of the drop/add period.

Students auditing courses are not required to take examinations or hand in written work but may do so if they wish. No grade or credit toward a degree, diploma, or certificate is given. Audit may not be changed to credit or credit to audit after the last day of drop/add. Normal attendance policies will apply.

HONORS AND HIGH HONORS LISTS

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the College identifies those students for the honors and high honors list. In order to be named to the honors list, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.00 GPA, but less than 3.50 GPA. In order to be named to the high honors list, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.50 GPA.

ACADEMIC REGULATIONS ACADEMIC STANDING

To be in good academic standing, a beginning student must have earned a grade point average of 2.00 by the end of the first quarter, and a cumulative grade point average (GPA) of 2.00 must be maintained thereafter.

A student who does not earn the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student will automatically be removed from probation when he earns the required cumulative GPA.

A student on academic probation who does not earn the required grade point average in the next quarter may be required to register for a reduced load, or he may be required to withdraw from the program. The student may be directed to a more suitable curriculum.

Students in some curriculums may have special grade progression policies. These policies will be given to the student at the beginning of course study. Students who do not meet the requirements of these policies will be dropped from the curriculum.

Each student enrolled in the College is expected to be aware of his academic status at all times and to be responsible for knowing he has failed to meet the requirements for continuing in school. Instructors, faculty advisors, and counselors in the Office of Student Services are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

At the end of each quarter, each departmental Academic Review Committee meets to review students' academic standing. If a student's standing is changed in any way, other than removal from probation, the student will be notified in writing by the respective division dean.

ACADEMIC APPEAL

When a student wishes to appeal the decision of the departmental Academic Review Committee, he must appeal in writing to the appropriate division dean within 24 hours after the date of receipt of grades.

The dean will convene the division Academic Appeal Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify the student, the department chairperson, and the advisor in writing.

COURSE REPEAT RULE

The last grade earned on a repeat course, whether F or higher, will be the grade computed for GPA. Withdrawal grades (W, WP, or WF) will not be considered as repeat grades.

If a student fails any course in his vocational, technical, or certificate curriculum, he must repeat the course until a passing grade is received; otherwise, he cannot receive a diploma, degree, or certificate. The student is responsible for scheduling makeup courses required for graduation.

If a student fails one of the courses in the major subject area, he may be referred to the Office of Student Services for counseling.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter, student grade reports are available to students in the Records Office.

Transcripts of the student's records cannot be sent to other schools, prospective employers, or to the student himself, unless an official written request is made by the student to the Records Office.

Grade reports and transcripts are withheld until all student obligations to the College have been met.

ADVISOR/ADVISEE PROGRAM

Because problems of communication often impersonalize student-faculty relationships, Forsyth Technical Community College has an advisor/advisee program which is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student at Forsyth Technical Community College is assigned an advisor from his own curriculum. Through periodic conferences between the student and advisor, it is hoped that the student will be better able to choose his academic program from quarter to quarter and that potential problems can be solved.

Each advisor will post regular office hours so that the student can arrange conferences to discuss or explore any problem or condition. The advisor will assist the student during preregistration and registration. Students are not allowed to register without proper advising.

Each student is assured that all discussions are confidential. When necessary, he may be referred to the Counseling Center.

Special credit students are advised by the counselors in the Counseling Center.

ATTENDANCE

Students are expected to attend all class, laboratory, shop, practicum, and clinical experience sessions. Students have full responsibility for accounting to their instructors for any absence and should report to their instructors as soon as possible to determine if and when work may be made up.

Students are expected to report for class, laboratory, shop, practicum, and clinical experience on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

A student must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. three (3) hours of class;
2. two (2) practicum (shop, laboratory, or clinical experience) sessions which meet for two (2) or more hours;
3. two (2) hours of class and one (1) practicum (shop, laboratory, or clinical experience) session which meets for two (2) or more hours.

When a student is absent from a class and a practicum (shop, laboratory, clinical experience) session which meet consecutively, each session missed will be counted as an absence.

Students will be informed in writing no later than the second class meeting when a course requires any special attendance rules different from those listed above. These special attendance rules must be on file in the office of the appropriate dean.

Class attendance is calculated from the first officially scheduled class meeting, which includes the drop/add period, through the last scheduled meeting.

No passing grade will be issued for a course if, for whatever reason, a student has been absent 25 percent of the total possible class time per course per quarter.

CLINICAL EXPERIENCE IN HEALTH PROGRAMS

1. Clinical hours in any of the health curriculums may be scheduled during any part of the 24-hour day, seven days a week.
2. Students will be informed in writing no later than the second class meeting when a clinical course requires any special attendance requirements.
3. In order to pass clinical courses, students must pass all critical requirements for the course.
4. Required program uniforms must fit neatly in order for the student to meet the dress code of both the College and the clinical facilities.

5. There are certain areas (i.e., operation room obstetrics, isolation rooms) in the hospitals that require special hospital garments. Due to infection control, hospital policy requires that only those garments supplied by the hospital be used. Any student who is unable to wear and be covered by these garments will not be allowed to go into that clinical area and this may jeopardize their ability to complete the program.
6. Failure to meet any dress requirements may jeopardize the student's ability to continue in a program.

STUDENT CLASSIFICATION

Full time: A student who is enrolled in 12 or more quarter hours of course work.

Part time: A student who is enrolled in fewer than 12 quarter hours of work.

Special: A student who is enrolled in credit courses but who is not working toward a degree or diploma. A special student must meet the regular admissions criteria. (See Special Credit Policy.)

Audit: A student who is enrolled in regular course work but who is not receiving credit for work undertaken.

Freshman: Any student who has earned fewer than 45 credit hours.

Sophomore: Any student who has earned 45 credit hours or more.

PRETECHNICAL PROGRAM

This program offers a series of courses for preparation, remediation, and academic guidance for students who, for a variety of reasons, do not meet the specific entrance requirements for the regular curriculum programs of their choice. Students whose academic records indicate that they may have difficulty in a program of their choice may also be advised to take remedial course work in the Pretechnical Program.

The student's academic study program is individually designed to meet each student's specific needs. The program provides students with an opportunity to build academic skills and acquire the background which should facilitate success in their desired curriculum program.



SPECIAL CREDIT POLICY

A special credit student is one who is taking one or more curriculum credit courses but who is not enrolled in a specific curriculum. Special credit students are permitted to register for some credit courses without having to be admitted as a regular curriculum student, provided that prerequisite requirements have been met and that such registration does not preempt students enrolled in a degree, diploma, or certificate program. Some credit courses will not be available to special credit students without prior instructional division approval.

For admission to Forsyth Technical Community College, a special credit student needs to complete the student application and be a high school graduate. All special credit students are required to take the Comparative Guidance and Placement Test and furnish an official transcript, unless waived by the Admissions Office. Special credit students must submit an updated application and meet regular admission requirements if they desire to be approved or reclassified as a curriculum student. Satisfactory completion of courses as a special credit student does not guarantee admission to a regular curriculum program.

When a student reaches 30 credit hours, he will be advised to seek admission into a curriculum program, but there are no limitations on the number of credit hours earned by a special credit student. All credit hours will be evaluated for application to curriculum admission when and if the special credit student applies.

Generally, students are approved for special credit status in the following circumstances:

1. The student desires to take some relevant credit courses prior to his being able to start a specific curriculum. The student may desire to complete these courses before entering that curriculum in order to reduce course load once in the program once he improves his chance for success.
2. The student desires to take specific courses, but his educational goals do not include pursuing and completing a curriculum at Forsyth Technical College.
3. The student who has been denied admission into a specific curriculum that has already reached its quota at the time of his application but who wishes to complete the related courses.

All College policies, rules, and Code of Conduct apply to special credit students. Special credit students are not eligible for any form of financial aid through the College.

Those students who are determined to be in the Pretechnical program based on CGP test scores are not eligible to be considered as special credit students.

READMISSIONS

Students who have withdrawn in good academic standing should contact the Admissions Office to update their application. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must reapply through the Admissions Office. Approval for readmission for the same curriculum or an alternate selection will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the Academic Review Committee, and the applicant's career objectives. Students granted readmission may have course load restrictions, specific grade requirements, and/or re-

quired counseling sessions in order to remain enrolled in the curriculum. When good academic standing has been reestablished, the restriction(s) will be removed.

There are specific additional guidelines for reentry into all of the health programs. These guidelines may be obtained from the Office of Student Services.

Former students who reapply for admission may be asked to supply the Admissions Office with transcripts and test scores.

Students who have been suspended for disciplinary reasons cannot be readmitted without submitting a request for approval from the Dean of Student Services.

GUIDELINES FOR INDEPENDENT STUDY

Independent study provides an alternate means for a student to earn credit for certain required courses. It should be used only when it has been determined that it would create an unreasonable hardship for the student to wait for the course to be available. Guidelines to be used are as follows:

1. To be considered for independent study, the student must file a Request for Independent Study form with their advisor who will review the request and forward it with suggestions to the division dean for final action. The form should be completed during preregistration, and the student must register for the course during the regular registration period.
2. Acceptable reasons for allowing a student to take an independent study are: (1) one-time course sequencing difficulties, (2) scheduling problems that were no fault of the student, (3) needing the course for graduation at the end of the quarter.
3. A student will not be approved for independent study if his cumulative GPA is less than 2.00 or if he has failed or withdrawn failing from the course in question.
4. A student will not be allowed to take more than two courses as independent study during the entire time in a curriculum. Exceptions require special approval from the division dean.
5. All independent studies must be taught by a full-time instructor.

PROFICIENCY EXAMS

A student who has been approved for admission or a student already enrolled in a program of study may present a request to take the proficiency exam for a course. The student must submit the request in writing prior to enrolling in the course or no later than the tenth class day of the quarter after initial enrollment in the course. A student who withdraws from a course after the tenth day and has not formally submitted a written request cannot earn credit by proficiency exam. A student may take a proficiency exam for a given course only once in a twelve (12) month period. A \$10.00 nonrefundable charge is assessed for each proficiency examination. Information on how to apply for a proficiency examination can be obtained from the office of the appropriate division dean and the Counseling Center.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credits in courses comparable in content, objective, quality, and credit hours to those offered at Forsyth Technical Community College. Direct transfer of credits may be granted if the student is transferring from an institution that is regionally accredited or is a member of the North Carolina Community College System. Provisional transfer credit may be granted if the student is transferring from an institution that is not regionally accredited or is not a member of the North Carolina Community College System but is recognized by the Council on Post Secondary Education (see "Provisional Transfer Credit" section).

No grade lower than a "C" may be transferred from other institutions. Courses taken on "Pass/Fail" basis will be considered only after receiving information on requirements necessary to receive a "Pass" grade. All final transcripts for transfer credit for questionable courses will be made by the Director of Admissions and Career Guidance after consultation with appropriate departmental chairpersons. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. When a student transfers between curriculums within Forsyth Technical Community College, credits attempted, including grades, hours earned, and quality points, will be forwarded to any curriculum where the courses are identical. A student's initial cumulative grade point average in a new curriculum will be computed from the credits forwarded to that curriculum. For courses that are not identical but comparable, credit will be granted in the same manner as courses transferred from another institution. Such courses will not be used in computing grade point average; only hours earned will be transferred.

Many courses with a technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at other institutions and/or credits earned at Forsyth Technical Community College. Generally, courses in this classification taken more than five years before entry into the College cannot be considered for transfer purposes. A complete list of these courses and the specific time limitations are maintained by the Admissions Office. In such instances, students may challenge out-of-date courses by proficiency examinations when appropriate and available.

Inquiries concerning transfer credits granted must be made to the Admissions Counselors during the student's first quarter of enrollment. If the student is not satisfied with the transfer credit as granted, requests should be made in writing to the Director of Admissions and Career Guidance who will confer with the appropriate divisional dean. After deliberation between the divisional dean and the Director of Admissions and Career Guidance, the student will be notified of the final decision on transfer credit to be granted.

PROVISIONAL TRANSFER CREDIT

Students transferring from an institution not regionally accredited but recognized by the Council on Post-Secondary Accreditation (COPA) may be granted provisional transfer credit under the guidelines and procedures as set forth by the Office of Student Services and approved by the President.

1. Any applicant from institutions that are not regionally accredited or that are not members of the North Carolina Department of Community Colleges must meet all the requirements for admission as an entering student in the specific curriculum.

2. Upon receipt of an official final college transcript, credit will be determined according to FTCC curriculum guidelines, and the student will be notified of courses provisionally accepted toward graduation. Grades lower than a "C" will not be considered for transfer. Courses completed on a "pass/fail" basis can be considered only upon receipt of information on requirements necessary to receive a passing grade.
3. Student must satisfactorily complete 24 quarter hours of credit academic work at FTCC before provisional transfer credit is officially accepted and recorded on FTCC transcript. The term "satisfactory" means the student has a minimum 2.00 cumulative grade point average in FTCC course work and meets any other academic requirements necessary to continue in the specific curriculum at the College.
4. It will be the responsibility of the student to request that provisional transfer credit be officially accepted after the minimum quarter-hours-in-residence have been met. The request should be made to the Director of Records and Registration.
5. Between initial enrollment and acceptance of transfer credit, students must complete prerequisite courses at Forsyth Technical Community College.

Note: In some technical or skill-level courses, proficiency examinations (when appropriate and available) might still be necessary to determine proper academic placement.

TRANSFER OR EARNED CREDIT BETWEEN FTCC PROGRAMS

Credits earned in any Forsyth Technical Community College two-year program may be credited toward a degree or diploma program upon evaluation and acceptance by the Director of Admissions and Career Guidance. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

Credits earned in technical level courses at Forsyth Technical Community College may be transferred to similar programs at other institutions. Acceptability of any transfer credit is determined by the institution to which the student wishes to transfer.

Direct transfer agreements have been negotiated with Greensboro College, Appalachian State University (Bachelors of Technology), and Winston-Salem State University (Bachelors of Applied Science) for certain courses and/or curricula. Other institutions that may accept credit on an individual basis include (1) Appalachian State University, (2) Gardner-Webb College, (3) Guilford College, (4) High Point College, (5) North Carolina A&T State University, (6) University of North Carolina at Asheville, (7) University of North Carolina at Charlotte, (8) Western Carolina University, and (9) Winston-Salem State University.

The Career Guidance Center maintains a list of senior colleges and universities that currently accept some or all of the credit earned in a technical level (Associate in Applied Science) program. However, it is the student's responsibility to contact the admissions office of the receiving institution for transfer information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the Director of Records and Registration.
2. Student records will not be reviewed by "third parties" unless permission is obtained in writing from the student. Exceptions may be made for teachers and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The Dean of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student.
4. Forsyth Technical Community College does not publish or distribute directory information or any personally identifiable information.
5. Authorities with court orders are permitted to review records in the presence of Student Services staff.

SEALED RECORDS

A student's records may be sealed from the student's review and closed for purposes of readmission and grade posting due to financial debt to the school or litigation involving the student and the school. Inquiries regarding sealed records should be directed to the dean of Student Services. Transcripts will not be issued as long as the file remains closed.



TUITION AND FEES

TUITION

The College receives funds from local, state, and federal sources. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

Tuition:

12 quarter hours or more	\$75.00 per quarter
Less than 12 quarter hours	\$6.25 per quarter hour
Late registration fee	\$5.00

No tuition is charged for noncredit classes in the Continuing Education Division. However, registration fees from \$8.00 to \$20.00 may be charged. No tuition or fee is charged for Adult Basic Education courses. Normal tuition rates will apply if courses are taken in the ILC for curriculum credit. No tuition is charged for individuals aged 65 and over. Instructional materials fees and supply fees are set to meet instructional needs in certain types of classes. Many business classes carry a \$10.00 supply fee.

Summer sessions and audit fees are charged at the same rate as those shown above.

OUT-OF-STATE RESIDENCY

A student who is not a legal resident of North Carolina must pay nonresident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least twelve months prior to enrollment. Currently, out-of-state tuition is \$58.50 per quarter hour or \$702.00 per quarter for a full-time student. Residence for tuition purposes is determined at the time of admission and approval.

Students who are in doubt as to their status as a resident should request clarification by consulting the Office of Student Services before registration. Students may appeal their residence for tuition status to the Dean of Student Services.

STUDENT ACTIVITY FEE

It is the policy of this College that a student activity fee be charged. The activity fee for curriculum students will be collected during each quarter's registration according to the following schedule:

12 or more credit hours	\$5.00
6 to 11 credit hours	\$4.00
less than 6 credit hours	\$1.00

Each student becomes a member of Forsyth Technical Community College's Student Government Association when they pay the student activity fee. The term "activity fee" may be misleading because the fee is used for more than just providing activities. Following is a list of expenses covered by the student activity fee.

1. **Student Identification Cards** are made and validated each quarter during registration. ID's may be used to check books out of the school's library, to admit students to SGA functions, and to check out equipment to use in the West Campus gymnasium. Student ID's may also be used to receive student discounts at many local businesses and entertainment events.
2. **Graduation Expenses** are partially covered by funds from the student activity fee. It costs FTCC over \$22.00 per student to hold a graduation ceremony. Currently, FTCC students pay a graduation fee of only \$10.00.
3. **The REPORTER**, FTCC's student newspaper, is published quarterly by a staff of students and is funded through the student activity fee budget.
4. **Student Activities and Entertainment** such as cookouts, Christmas dances, and end-of-the-year spring flings are free to students and paid for out of student activity fee funds.
5. **Athletic Involvement** is provided for FTCC students by participation in Winston-Salem city league sports such as basketball and softball. Sporting equipment as well as registration fees are paid for out of the student activity fee budget.
6. **All Student Government Association Expenses** are paid for out of student activity fee funds. Expenses include a portion of the Student Activities Facilitator's salary, supplies and materials for use in the SGA Office, and all SGA printing expenses.
7. **Attendance at SGA Conferences** is a major expense of the SGA. Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers three conferences each year. These conferences offer workshops and seminars to better prepare students to lead the SGA's on their campuses.

The expenses listed above constitute the major uses of the student activity fee each student pays. For more details about the budget or to become involved in any of the activities listed above contact the Student Activities Facilitator in Snyder Hall.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the College but are the responsibility of the student and may be purchased at the College bookstore. The cost of books and supplies varies from program to program and from quarter to quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students. The initial cost of uniforms and special equipment for students in the various health programs is approximately \$200.00 depending upon the program.

The cost of uniforms and equipment is estimated and subject to change. Students should inquire for details during admission interviews.

OTHER FEES

No laboratory, breakage, or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the College. Academic credit and official transcripts may be withheld until proper payment is made.

GRADUATION FEE

There is a \$10.00 graduation fee. See graduation requirements for details.

LIABILITY INSURANCE FOR HEALTH STUDENTS

All health students must purchase liability insurance before they will be permitted to enter the hospitals for clinical practice. The insurance may cost \$13.00 and up depending on the insurance carrier and must be purchased at the beginning of the fall quarter or the quarter a student enters or reenters a health program.

TUITION REFUNDS/HOLDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control, such as serious illness, death in family, and job transfer. In such cases, two-thirds of the tuition paid may be refunded only if the student withdraws and submits a request within ten calendar days after the first day of classes. If a student withdraws from a course or courses, but remains enrolled in the College, he will receive no refund for the course dropped unless the College is at fault in causing the withdrawal/drop. Students passing proficiency examinations for courses they have registered and paid for are not eligible for a tuition refund or hold. Refunds of five dollars or less will not be made except for classes cancelled by the College.

A student who must withdraw may submit a request that his tuition be held. A request for a tuition hold will be considered when the cause is completely beyond the student's control. If the request is granted, the tuition will be credited to his account so that it may be applied toward costs for any one of the following four quarters.

Fees other than tuition cannot be refunded or held for later quarters. Statements from employees or doctors may be required before requests for refunds or holds are processed. A tuition hold may not be converted to a tuition refund or a refund to a hold after review by the Dean of Student Services and vice president of Business Affairs. Refund/Hold forms are available in the Counseling Center.

STUDENT FINANCIAL RESPONSIBILITY

The Business Office recommends the use of cash, certified checks, or cashier's checks. Personal checks will be accepted only with a pictured, numbered ID (usually a valid driver's license). Third-party, out-of-country, and business checks may not be accepted and out-of-state checks will not be accepted.

Personal checks may be written to pay for tuition and fees. However, if the check is returned for any reason, there will be a service charge of \$10.00 for each check written. Any student who does not have money for tuition and fees or does not have on file in the Business Office a written authorization from a sponsoring agency will not be allowed to register.

STUDENT FINANCIAL SERVICES

Financial aid provides financial assistance to students who would otherwise be unable to continue their education. The financial need of a student is determined by the resources available to the student in relation to educational expenses.

Students applying for financial aid should complete and mail the American College Testing Program Family Financial Statement (F.F.S.) to the appropriate address. This form should be completed no later than May 1 preceding the academic year for which aid is requested. As financial aid awards are for only one academic year, students must reapply each year. Requests after May 1 will be processed as long as funds are available.

To be eligible for financial assistance, a student must be enrolled or accepted for enrollment and demonstrate a need for financial aid. Financial assistance is available in a variety of forms to help students who are eligible. Scholarships, loans, grants, and workstudy may be used singly or in combination to meet a student's total need.

Financial aid brochures containing more detailed information are available in the Office of Student Financial Services.

SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

I. Introduction

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress. Forsyth Technical Community College makes these standards applicable to all federal, state and institutionally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

II. Procedures

For financial aid purposes, satisfactory progress is measured two ways, quarterly and yearly. The procedures for both measurements are as follows:

A. Quarterly Evaluation

Students receiving financial assistance at Forsyth Technical Community College must maintain satisfactory progress in their course of study as set forth by the College. To be in good academic standing, a beginning student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative grade point average (G.P.A.) of 2.0 must be maintained thereafter. A student failing to attain the required grade point average in any quarter will be placed on financial aid probation. A student in this category may receive financial aid for the upcoming quarter, but must complete that quarter with a cumulative grade point average of 2.0 or must have **completed a full-time course load** (12 quarter hours) during the probation quarter with a 2.0 **quarterly average**.

If a student placed on financial aid probation does not earn the required grade point average, they are considered to be making unsatisfactory progress and are placed on financial aid suspension. Financial aid suspension means the termination of all aid.

Financial aid may be reinstated when a student's work has improved so that the student meets the required 2.0 **cumulative grade point average**. They will automatically be removed from suspension.

B. Yearly Evaluation

Satisfactory progress will be measured once a year in order to determine that a student has completed the required amount of credit work towards their degree. Any quarter for which a student registers will be counted toward progression requirements regardless of the student's academic or financial status. Below are the progress requirements:

Length of Program:	End of:	Minimum Number of Credit Hours Required
Associate Degree Programs	4 quarters	12
	8 quarters	36
	12 quarters	72
	16 quarters	103-146
Vocational Diploma Programs	4 quarters	20
	8 quarters	65-82

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated.

Please note the following items can affect the satisfactory progress requirements:

1. Pretechnical Classification

All students classified as Pretechnical for a curriculum will be required to maintain the quarterly evaluation. However, these students will be allowed one year or a maximum of 45 attempted equivalent credit hours before the yearly evaluation and time limitation requirements are enforced.

2. Incomplete Grades

Students who receive an incomplete grade must remove it by the end of the next quarter. Incompletes that are not removed do not count towards graduation and could prevent a student from meeting the minimum credit requirements.

3. Withdrawals

Students who withdraw or drop below half-time status for two consecutive quarters forfeit their financial assistance for the following quarter of enrollment. Withdrawals from school after officially registering for classes will count total quarters attempted for yearly progress evaluation.

4. Repetition of Courses

When students receive incomplete grades or unacceptable grades, they are allowed to repeat courses as required by their advisor. In fact, it is recommended that students immediately repeat failing grades in

order to improve their grade point average. Students should be aware, however, that while repeating courses count toward graduation requirements, they could cause a student not to meet the yearly satisfactory progression requirements.

5. **Changing Programs**

Students who are placed on financial suspension and change programs will be allowed financial aid for the first quarter of the new program. However, they must have a 2.0 cumulative grade point average at the end of the first quarter in the new program or be placed on financial suspension. A second change of program will not be funded until satisfactory progress is maintained.

NOTE: Maintaining satisfactory progress for financial aid is not the same as remaining in good standing in your program. Each program has its own requirements. As a result, even though you may still meet satisfactory requirements for financial aid, you may not be permitted to continue enrollment in your program because of failure to maintain standards established in that program.

III. Appeals Procedure for Financial Aid Termination

In order to appeal financial aid termination, a student must be able to document mitigating circumstances. The procedure for appeal is as follows:

- A. A student must indicate in writing to the director of Student Financial Services the reason why they did not meet the yearly satisfactory progress requirement and why financial aid should not be terminated. Documentation from the student's advisor or dean to support the appeal is required.
- B. The director of Student Financial Services will review the appeal to determine whether or not termination of aid is justified and the student will be advised in writing.
- C. A student who wishes to appeal the decision of the director of Student Financial Services may request a committee hearing. The director of Student Financial Services will arrange an appointment for the student with the Financial Aid Advisory Committee for final determination.

IV. Time Limitation

A student will be eligible to receive financial aid at Forsyth Technical Community College for a maximum of 16 quarters. At the end of 16 quarters all financial aid will be discontinued.

GRANTS

PELL Grants

The PELL Grant program is a Federal Aid Program designed to provide financial assistance to those who need it to attend post-high school educational institutions. The one-year awards normally range between \$200 and \$1,350. Students may apply by completing the ACT Family Financial Statement or the Application for Federal Student Aid. Applications may be obtained at the Office of Student Financial Services. Students should allow six weeks for processing.

Supplemental Educational Opportunity Grant

The Supplemental Education Opportunity Grant (SEOG) is funded by the federal government and is for students of exceptional financial need who, without a grant, would be unable to continue their education.

North Carolina Student Incentive Grant

The North Carolina Student Incentive Grant (NCSIG) is designed for students of exceptional financial need who are North Carolina residents. Students applying for the NCSIG must do so before March 15.

COLLEGE WORKSTUDY

Workstudy is a federally supported program through which students, primarily from low income families, are given preference for part-time employment (up to 20 hours per week). Students must be enrolled at least halftime to apply for workstudy and maintain satisfactory academic progress.

LOANS

The Office of Student Financial Services maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

Federal Insured Student Loan Program

North Carolina Baptist Hospital Scholarship/Loan Program

North Carolina Student Loan Program for Health, Science, and Mathematics

Sloan S. Sherrill Nursing Loan Fund

Taylor Student Nurse Loan*

Winston-Salem Foundation*

Winston-Salem Hospitals Consortium Nursing Student Loan Fund

*Available to Forsyth County residents only.

Federal Insured Student Loan Program

Legal residents of North Carolina who have been accepted for enrollment or are enrolled in good standing and maintain satisfactory progress may borrow up to \$2,500 or one-half the estimated cost of education per year through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and the United States Office of Education pays the eight percent interest during the in-school and grace periods. Application must be made through the College's Office of Student Financial Services.

North Carolina Baptist Hospital Scholarship/Loan Program

The North Carolina Baptist Hospital Scholarship/Loan Program is available for students enrolled in the nursing and allied health curricula. This scholarship/loan program may be repaid by service at North Carolina Baptist Hospital. Interested students should contact the Office of Student Financial Services.

Sloan S. Sherrill Nursing Loan Fund

The Sherrill Nursing Loan is an interest-free loan made through Forsyth Technical Community College for second-year Associate Degree Nursing students. For more information and applications, students should contact the Office of Student Financial Services by May preceding the academic year for which a loan is requested.

Winston-Salem Hospitals Consortium Nursing Student Loan Fund

Associate Degree Nursing students entering their third quarter may apply for a \$1,500 nursing loan. The loan is repaid by service in one of the four hospitals in Winston-Salem. Interested students should contact the Office of Student Financial Services.

SCHOLARSHIPS

Students are encouraged to contact the Office of Student Financial Services for additional information and application criteria for the scholarships listed below.

The RJR Archer Scholarship is awarded annually to an outstanding student entering the second year of Manufacturing Engineering Technology, Electronic Engineering Technology, and Mechanical Drafting & Design Engineering Technology.

The R.D. Boyer Scholarship Fund is awarded annually, based on financial need, to a student pursuing a career in construction occupations.

The Carolina Telephone & Telegraph Scholarship is awarded annually to two students. Priority is given to unemployed and/or minority students.

The Corn Products Scholarship is awarded annually to students entering the second year of a business related curriculum. The scholarship is for Forsyth County residents only and is based on academic ability and financial need.

The Data Processing Management Association Scholarship is awarded annually to an outstanding student entering the second year of Business Computer Programming.

The Mary Kate Dixon Horticultural Scholarship is awarded annually to an outstanding student entering the second year of Horticulture Technology.

The Forsyth County Medical Auxiliary awards scholarships to students entering the associate degree nursing and allied health programs. The awarding of these scholarships is not controlled by the College.

The Norman Gaddis Scholarship is sponsored by the Student Government Association. It is primarily an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Gladys Craig Horticulture Scholarship is awarded annually to a deserving horticulture student and is based on academics and need.

The Integon Scholarship is awarded annually to a deserving secretarial student and is based on need, academics, and good citizenship.

The Sandra Johnson Memorial Scholarship is awarded annually to an outstanding student entering the second year of secretarial science.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students.

The Winston-Salem Kiwanis and the Twin City Kiwanis Clubs award scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the College.

The Mary B. Lauerman Memorial Scholarship is awarded annually to a full-time student with the highest cumulative grade point average entering the second year of Associate Degree Nursing.

The L. Carroll Lennon Scholarship Fund is donated by Read's Uniform Center, Inc. The award is given each year to a first and second-year Associate Degree Nursing student and a Practical Nurse Education student. Recipients for this award are referred by the Office of Student Financial Services.

The McPhail Scholarship fund is sponsored by the Pilot Club of Winston-Salem. This need-based scholarship is awarded annually to an Associate Degree Nursing student.

The Modern Machine Scholarship is awarded annually to a deserving student in the Welding curriculum and is based on academics and need.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum.

The North Carolina Community College Scholarship is awarded annually to twenty-two students. Priorities are given to unemployed and/or minority students.

The North Carolina Sheriff's Association Scholarship is awarded annually to a student enrolled in the Law Enforcement curriculum. Priority is given to dependents of law enforcement officers.

The North Carolina Society of the American Association of Respiratory Therapy Incorporated Scholarship is awarded annually to one student in North Carolina entering the second year of Respiratory Therapy. Students who wish to apply should contact the department chairperson of Respiratory Therapy.

The Lynne Breedlove O'Rourke Memorial Scholarship is awarded annually to an outstanding student entering the second year of Radiologic Technology.

The Professional Construction Estimator's Association Scholarship is awarded annually to a deserving Architectural Technology student and is based on academics and need.

The Sertoma Club of Winston-Salem Scholarship is awarded annually to a student entering the second year of a technical curriculum and is based on need and scholastic promise.

The Mr. and Mrs. Henry F. Snyder, Sr. Scholarship is used primarily as an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Soroptimist International of Winston-Salem Scholarship is awarded annually to a deserving woman entering the second year of Accounting Technology.

The Southern Bell Telephone and Telegraph Scholarship is awarded annually to two students. Priority is given to applicants with highest financial need and applicants whose job skills have become obsolete due to economic recession.

The Stratford Kiwanis Club sponsors a scholarship for students enrolled at Forsyth Technical Community College. Priority is given to graduating seniors with a handicap. The awarding of this scholarship is not controlled by the College.

The Wachovia Technical Scholarship is awarded annually to two students who are enrolled full time in the second year of a technical curriculum and is based on need and scholastic promise.

The Louise G. Wilson Scholarship is available to poverty level Forsyth County residents who are accepted or enrolled in the vocational or technical programs.

The Winston-Salem Home Builders Association Scholarship is awarded annually to a deserving student in the Carpentry and Cabinetmaking curriculum and is based on academics and need.

Other than the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships for needy students. Most of the money available is not restricted; however, some of the scholarships are restricted to individuals enrolled in specific programs.

OTHER SOURCES OF AID

Other sources of aid not administered by the College are available for eligible students. Interested students should apply with the appropriate agency. The Office of Student Financial Services can assist the students in making the initial contact with the sources listed below:

North Carolina Veterans Affairs Scholarships
North Carolina Vocational Rehabilitation
North Carolina National Guard Tuition Assistance Plan
Job Training Partnership Act (JTPA)
Dependency and Indemnity Compensation (VA)
Winston-Salem Foundation

VETERANS' BENEFITS

The College is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA).

The Admissions Office will help applicants select a program of study and explain the procedures for enrolling in the College. All admission requirements must be completed before veterans' paperwork can be started. Admissions will require application forms, testing, and the receipt and evaluation of transcripts for all prior training.

Once the admissions procedures are completed, the eligible person should contact the Office of Student Financial Services to begin benefits processing. The actual enrollment certification and related documents will not be submitted to the VA Regional Office until the new student registers for classes.

Veterans are responsible for being familiar with the information found in the Student Handbook, College Catalog and Veterans' Brochure. The Veterans' Brochure may be obtained in the Office of Student Financial Services.



GRADUATION

GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from the College must fulfill all course requirements. All students must earn a cumulative grade point average of 2.00 and must have received a passing grade in all required courses to be eligible for graduation.

A student who has earned a cumulative grade point average of 3.50 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.00 is eligible to be graduated with honors.

Grade point average (GPA) is obtained by dividing the total quality points earned by the total number of credit hours work attempted.

A candidate for an associate degree must complete at least 32 quarter hours of credit work at the College, with a minimum of 16 quarter hours in the major area. A candidate for vocational diploma must complete at least 16 hours of credit work at the College, with a minimum of eight quarter hours being in the major area courses. Credit hours required in residence may not be met by proficiency examination.

Course requirements vary according to program. The student should refer to the course requirements for his program of study to determine if all requirements have been met and should be aware at all times of his progress toward graduation. Course substitution may be granted by the appropriate dean when deemed necessary for graduation.

It is also the responsibility of the student to complete an official Intent to Graduate form at least six weeks before his last registration. These forms may be obtained from the Records Office or the Counseling Center. After payment of a \$10.00 nonrefundable graduation fee, the completed form should be submitted to the Records Office. The fee is to be paid in the Forsyth Technical Community College Bookstore.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of spring and summer quarters on the dates published in the academic calendar. Degrees and diplomas are awarded at this time. Students are expected to notify the Records Office as to their intention to participate in the exercises.

COMMENCEMENT MARSHALS

Marshals are selected from full-time rising sophomores who have maintained the highest scholastic averages during their freshman year. The two marshals who have the highest academic averages are named chief marshals.

SCHOOL RINGS AND PINS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his curriculum may order the official school ring. The student is required to pay a deposit at the time the ring is ordered, with the balance due upon delivery.

Pins for health programs are also available. Orders for both pins and rings may be placed through the College bookstore.

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

CODE OF CONDUCT

The act of enrollment at Forsyth Technical Community College (referred to as “the College”) includes an acceptance by the student of the rules of the College. By enrolling, the student accepts the obligation to assist in making the College an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and the College assumes and requires that men and women of suitable age who enroll in the various programs will maintain standards of conduct appropriate to the status of students at the College.

The College has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of the College, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

The College recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, the College recognizes, declares, and vests certain rights in each student enrolled at the College.

STUDENT RIGHTS

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, the College shall adhere to all of the statutes of the United States and State of North Carolina. The College has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to students records, and this Act will be adhered to by the College.

1. Students may review their educational records by making a request in writing to the Director of Records and Recruitment.
2. Ordinarily, student records will not be available for review by “third parties” unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The dean of

Student Services, in his or her discretion, shall make the final decision concerning access to records by any persons other than the student.

3. Official transcripts will be issued only upon a written request by a student or upon written authorization by a student to be released to a designated entity.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association before organization on the campus in order to insure the College's policies and procedures are followed and adhered to.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

GENERAL CAMPUS RULES

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this Code of Conduct. For purposes of the College rules and regulations, College grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by the College or any division.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on the College grounds.

Rule 2. Damage to or Destruction of College Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to College property, or shall not steal, or attempt to steal, College property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on the College grounds or while attending a College activity, function, or event held off College grounds.

Rule 4. Assault on or Verbal Abuse of College Employee

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, harassment, or communicate a threat to a College agent, servant, or employee at any time while such student is enrolled at the College.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or College guest, visitor, or invitee at any time while such student is enrolled at the College, or while such student is on College grounds or is attending a College activity, function, or event held off the College grounds.

Rule 6. Weapons and Dangerous Instrumentalities—NC General Statute 14-269.2

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on private school or public school property unless it is used as part of a school activity or ceremony. In essence, the statute refers to any and all property owned, used, or operated by any Board of Education, school, college, or university for the administration of any public or private educational institution. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes) while on College grounds or during the time when a student is participating in any College activity, function, or event off College grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activity

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, College administrators, or authorized College personnel during any time when the student is under the authority of College personnel. A student on campus shall promptly identify himself to a College official or campus security officer at all times upon reasonable request. A student shall appear before College officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

Rule 9. Cheating, Forgery, and Related Offenses

It shall be a violation of the College Code of Conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor, and any form of plagiarism as such term is commonly defined;

2. Furnishing of false information to any College personnel; and
3. Forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any State or Federal laws while on the College campus or while attending a College activity, function, or event off College grounds.

Rule 11. Student Dress Code

Although College students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a College activity, function, or event off College grounds. Special technical or vocational programs, such as the health programs, may require special dress codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the dress codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it shall appear to the satisfaction of the President of the College, or his designee, that such examination is in the best interest of the student, or the College or both.

VIOLATION OF THE CODE OF CONDUCT

Violations of the Code of Conduct in the College may result in suspension or dismissal of the student from the College.

ENFORCEMENT PROCEDURES

Student conduct on the College campus or student conduct during a College activity, function, or event held off College grounds that violates Federal and/or State and College regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil authorities; or
3. The student may be subjected to sanctions imposed by the College notwithstanding the fact the civil sanctions may not be imposed.

DISCIPLINARY PROCEDURES

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing his division dean and the Dean of Student Services of actions taken.

The burden of requesting reentry to class, laboratory, or clinical areas shall be upon the student involved. Request for reentry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before reentry, the instructor may require that the student meet with the division dean or the Student Services counseling staff for further discussion. If the division dean or the Student Services counseling staff decides that the student should be dismissed from the class or from the College, the instructor will send a written report (approved by the division dean) to the Executive Vice President. The Executive Vice President will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, he must do so by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

B. Noninstructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at the College. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of Student Services, who will promptly investigate the complaint and make a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the Dean of Student Services, they must do so by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

STUDENT APPEALS COMMITTEE

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the departmental and divisional level for instructional areas or dean of Student Services for noninstructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices;
6. sexual harassment.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the Dean of Student Services, who shall forward the statement of appeal to the committee Chairperson. The Chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of the College. The committee reserves the right to suggest to the President that a current policy be examined for continued value to the College.
3. The committee will submit its recommendation to the President who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the committee's recommendation will be sent to the Dean of Student Services, who will notify the parties involved of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the Dean of Student Services' office.
5. Records of the proceedings of the College Student Appeals Committee are available upon written request to the Dean of Student Services.
6. The student must obtain special permission from the Executive Vice President to attend classes pending resolution of the case on appeal.



PARKING

PARKING AND CAMPUS REGULATIONS

Main Campus

1. All vehicles parked on campus by students, staff and faculty members must be registered on campus. Vehicles may be registered during each registration period, at the Business Office 8 a.m. until 5 p.m. or the Public Safety Office 5 p.m. until 8:30 p.m. daily except Friday.
2. Decals must be permanently displayed on the rear bumper. Failure to comply with this rule will result in a \$3.00 fine. (This rule will prevent the stealing and use of the decal by unauthorized personnel.) A parking decal does not guarantee or reserve a parking space. Decals are not transferrable to another vehicle.
3. Personnel who must drive a different vehicle for a short period of time may apply at the Business Office or the Public Safety Office for a free temporary permit. These permits are good for one week and personnel are authorized one each quarter. This permit is to be displayed in the rear window of your vehicle on the driver's side.
4. Vehicles should head into parking space. They should not be backed into spaces, park crossways or pull through.
5. Vehicles should be parked inside lines.
6. Parking or driving on grass is prohibited.
7. Motorcycles and bicycles should be parked in designated areas only. (See campus map.)
8. It is the responsibility of all personnel to familiarize themselves with all campus rules and regulations and to comply with those rules.
9. All accidents or incidents on campus must be reported to the campus Public Safety Officer.
10. All fines must be paid within ten days of date of the infraction. Fines may be paid at the Business Office from 8:30 a.m. until 4:30 p.m. and the Public Safety Office from 4:30 p.m. until 8:30 p.m. Monday through Thursday. Fines may also be mailed to: Forsyth Technical Community College, Cashier's Office, 2100 Silas Creek Parkway, Winston-Salem, NC 27103.
11. All personnel are responsible for tickets placed on their vehicle regardless of who is operating the vehicle at the time that the violation occurs. They are also responsible for tickets placed on any vehicle they or their visitors drive.
12. It shall be unlawful to operate a motor vehicle on campus at a speed in excess of 15 mph.
13. All vehicles shall come to a complete halt at stop signs as posted.
14. Forsyth Technical Community College will assume no responsibility for damage to any vehicle while parked or while being operated on the campus or for the contents within the vehicle.
15. Vehicle registration fee for each motor vehicle shall be \$4.00 for the school year or any portion thereof.
16. Littering is prohibited at all times and will result in a fine.

Violations and Fines

The following violations shall require a three dollar (\$3.00) fine:

- a. Unregistered vehicle.
- b. Double parking or blocking another vehicle.
- c. Backing into a space.
- d. Driving on grass.
- e. Parking on grass.
- f. Parking crossways.
- g. Obstructing a walkway or driveway.
- h. Parking on or over a yellow line.
- i. Parking in a service or fire truck lane.
- j. Improperly displayed registration sticker.
- k. Failing to comply with campus rules and signs.
- l. Parking in any space other than space authorized by permit on car.

The following violation shall require a five dollar (\$5.00) fine:

- a. Speeding.
- b. Failure to yield right of way.
- c. Going wrong way on one-way street.
- d. Hit and run.
- e. No operator's permit in possession.
- f. Reckless driving.
- g. Failure to stop for stop sign.
- h. Failure to heed blue light.
- i. Failure to report accident.
- j. No vehicle registration.

Trustee policy provides for the enforcement of parking and driving rules and regulations on campus by:

- a. Withholding transcripts, degrees/diplomas/certificates or other evidence of attendance and accomplishments at Forsyth Technical Community College.
- b. Suspending from class any student who has three or more unpaid tickets.
- c. Revoking parking privileges on campus for the following four consecutive quarters of any person who receives eight tickets in one year. (A record is kept by the Public Safety Office.)
- d. Tow away provisions: any vehicle found to be in violation of any of the following regulations may be towed away at the owner's expense:
 1. Double parked—blocking another vehicle.
 2. Parked in traveled portion of a street or driveway.
 3. Parked in a fire lane.
 4. Parking in a handicapped space without proper authorization will result in a Winston-Salem Police Department ticket. This fine is **\$25.00**.

5. Unregistered vehicles parked in excess of 48 hours (notification of intent to tow will be placed on vehicles).
6. Any vehicle parked on campus by a student who has had his/her parking privilege revoked.

APPEAL PROCEDURE

1. A request for an appeal of a parking or traffic fine must be submitted in writing to the Administrative Assistant to the President at Forsyth Technical Community College within seven (7) days of the date of violation.
2. The Traffic Appeals Committee shall consist of three members of the faculty and at least one member of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the Administrative Assistant to the President as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in the favor of the student, any fine imposed or paid shall be rescinded or remitted.
3. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. The student shall have the right to present testimony and witness in his/her behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
4. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the Administrative Assistant to the President. Any person who has an appeal scheduled and fails to appear, after having been duly notified of the time and place of the appeal, will have his appeal denied. There will be no continuance of the appeal unless approved by the Administrative Assistant to the President.
5. All decisions of the Traffic Appeals Committee shall be final.

Allied Health Building at North Carolina Baptist Hospital

Parking is available to students in the metered parking deck lot off Medical Center Boulevard. There is very limited parking on the streets in the vicinity of the hospital. A parking lot for health technologies students is located under Interstate 40 with parking available to students on a first come, first served basis.

Forsyth Memorial Hospital

Parking is available to students in the metered parking lot (on quarterly or hourly basis) in front of the hospital. There is practically no parking on the streets in the vicinity of the hospital.

West Campus

Parking is available to students in the parking lots in front, sides, and back of the building on Bolton Street.

SERVICES FOR STUDENTS

ACCIDENT INSURANCE

Accident insurance covering the hours a student is in school, on field trips, or participating in student activities is provided to all full-time and part-time curriculum students. This student insurance is furnished by the College as a service to students, but it is not meant to replace a student's personal coverage.

BOOKSTORE

A school bookstore is operated by the College as a service to students, faculty, and staff. Textbooks, school supplies, and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the student center in Snyder Hall and is open Monday through Friday from 9 a.m. until 3 p.m. and on Monday, Tuesday, and Thursday from 6 p.m. until 8 p.m. Books for continuing education classes are sold at the west campus bookstore during specified hours at the start of each quarter.

Summer quarter evening hours will be posted at the bookstore.

COUNSELING CENTER

The Office of Student Services maintains a staff of professional counselors whose services are available to students needing help with educational, vocational, financial, social, or personal problems from the time they enter school until they leave. Assistance is provided to facilitate wise choices, decisions, and adjustments associated with being a student. The counselors also serve as consultants to faculty and staff in helping to meet educational needs of students. The counselors are available to both day and evening students in the Counseling Center, during the day at the Allied Health Building, and on a specified posted schedule at the Paramedical Building.

Several individualized tests and inventories are available for counseling purposes, and students are referred to appropriate community agencies or resource persons when it is apparent that they can be assisted more effectively in this manner.

The dean of Student Services is available in the Counseling Center to provide information, clarify issues, or assist students with problems that might be encountered as Forsyth Technical Community College students.

CAREER GUIDANCE CENTER

The services of the Career Guidance Center are available to applicants and students of Forsyth Technical Community College and to other members of the community who need assistance with career planning. Emphasis is placed on activities such as developing and teaching career planning, career counseling, development of decision-making skills, maintenance of a useful career information library, and providing microfiche cataloging and computer information on the Employment Security Commission job bank.

FOOD SERVICE

Complete food service and a snack bar are located in Hauser Hall on the lower level. Canteen service is available in Snyder Hall, Hauser Hall, the student lounge at the

Allied Health Building, the student lounge in the Paramedical Building at Forsyth Memorial Hospital, and in the lunchroom at West Campus.

HEALTH SERVICES

Limited health services are provided through the Office of Student Services and the Public Safety Office. First-aid supplies are located in shop areas; however, injuries requiring more than minor first-aid will be treated in the emergency room of either Forsyth Memorial Hospital or North Carolina Baptist Hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals, both of which are located within two miles of the College. A counselor and the Public Safety Office are to be notified of students being transported to the hospital so that next of kin can be notified.

HIGH SCHOOL EQUIVALENCY

Adult residents of North Carolina who have not completed high school may earn a high school diploma equivalency by passing a battery of five tests. These tests are known as either the high school diploma equivalency test or test of General Education Development (GED).

The GED program is designed primarily for adults 18 years or older; however, 16 and 17 year olds are allowed to take the test if they meet certain conditions. It is the policy of Forsyth Technical Community College to encourage young people to complete traditional public or private high school before seeking admission. Current residency in North Carolina is required.

A high school diploma equivalency is recognized across the nation by most employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Forsyth Technical Community College is one of 71 official GED testing centers in the state and is the only one in Forsyth County.

Persons interested in information about preparation for the GED test should contact the West Campus Individualized Learning Center. The GED test is given by appointment in the Main Campus Individualized Learning Center. There is a \$7.50 fee for taking the GED test.

HOUSING

Since the College has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing; however, suggestions as to locations of off-campus housing may be obtained in the Counseling Center.

INDIVIDUALIZED LEARNING CENTER

Most students have taken courses in the traditional classroom where an instructor stands in front of the class and everyone does the same activity at the same time. In the Individualized Learning Center, students work under the direction of an instructor but cover the subject matter at their own pace, using self-instructional texts and audio-visual

materials. This way, students can work faster and finish a course earlier than they would in a classroom, or they can move more slowly, taking more time on especially troublesome units. When students need help, they receive extended individualized attention from the Individualized Learning Center instructors.

For some students, the Learning Center's individualized approach provides a more comfortable learning environment because there is less pressure and no competition. Another attractive feature of studying in the Individualized Learning Center is the flexibility offered in scheduling courses. The Individualized Learning Center is open from 8 a.m. until 9 p.m. Monday through Thursday and from 8 a.m. until 1 p.m. on Friday. Students can schedule their own hours during these times, enabling them to work around outside commitments like job hours and family demands. The Individualized Learning Center also offers an alternative if a class is full or cancels for lack of students. Perhaps the greatest advantage of Individualized Learning Center study is the sense of satisfaction and self-confidence that develops from working successfully in an individualized setting.

In addition to the Individualized Learning Center on the main campus, there is also a center located on the west campus. The two off-campus centers are located in the Winston-Salem/Forsyth County Public Library at 660 West Fifth Street and in the Whitaker Rehabilitation Unit at Forsyth Memorial Hospital.

Comparative Guidance and Placement Test (CGP) Preparation

Another service offered in the Individualized Learning Center is preparation for the CGP, which is the placement exam required of most entering students. The Individualized Learning Center conducts study sessions on each of the test areas covered on the exam. The instructors give tips on how to take the test, administer practice tests and explain the answers to the practice tests. This service is especially helpful to people who are returning to school after a long absence. Contact the Individualized Learning Center for dates and times of these sessions.

Tutoring Services

The tutoring services program provides assistance to Forsyth Technical Community College students who are experiencing academic difficulties. The main function of these services is to arrange one-to-one and group tutoring sessions. Tutors are recruited initially from the student body. In those content areas where the demand for tutors cannot be met on campus, other qualified persons are considered for tutor positions. The College provides funding for tutor salaries without cost to the students who request tutorial assistance.

Skills Lab

The skills lab is designed to offer an individualized program to students who need remedial help in a particular class. ILC instructors will work on an appointment basis with these students. Areas covered include general mathematics, algebra, English grammar and composition, reading, and any of the courses taught both in the classroom and in the ILC. Students must be referred by an instructor.

Curriculum Credit Courses in the Individualized Learning Center

To enroll in a curriculum course in the ILC, a student must initiate a request for permission through his advisor. A student must register for a course during the regular regis-

tion period and pay the regular curriculum tuition charges. A student should be cautioned about the measure of self-discipline necessary for achievement in this setting. The ILC attendance policies and course requirements are as rigorous as those in the classroom.

A student may take a curriculum course in the ILC under the following conditions:

- a. The course is needed for graduation.
- b. The course is offered only in the ILC, such as ENG 023.
- c. The student has failed the course in the classroom and needs to study at a slower pace.
- d. There are other circumstances beyond the control of a student, for example, course cancellations or a schedule conflict.
- e. The student can complete the course at an unusually fast pace.

The following courses are offered for curriculum credit in the ILC:

Medical Terminology I	Basic Reading Skills and Vocabulary I
Medical Terminology II	Basic Reading Skills and Vocabulary II
Business Mathematics	Basic Reading Skills III
Vocabulary/Terminology I	English for International Students
Vocabulary/Terminology II	Structure of Arithmetic
Filing	Prebusiness Mathematics
Principles of Supervision	Introductory Algebra
Grammar Skills	Intermediate Algebra
	Fundamental Concepts of Algebra
	Fundamentals of Mathematics

LIBRARIES

The three libraries contain approximately 32,000 books and audio-visual software. Accompanying audio-visual hardware is available for use in the libraries and classrooms.

Main Campus

The library, located in Ardmore Hall, is open Monday through Thursday from 8 a.m. until 9 p.m. and on Friday from 8 a.m. until 4:30 p.m.

Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, students will not be permitted to register, and students' records will be sealed.

Forsyth Memorial Hospital

The library, in the Paramedical Building, is open from 8 a.m. until 5 p.m. Monday through Friday.

Allied Health Building at North Carolina Baptist Hospital

The library, at the Allied Health Building, is located on the first floor. It is open Monday through Thursday from 8 a.m. until 8 p.m. and on Friday from 8 a.m. until 5 p.m.

LOST AND FOUND SERVICE

Lost and found articles will be handled by the Public Safety Office in the Parkway Building on the main campus. On other campuses, the libraries in the Allied Health Building at the North Carolina Baptist Hospital and the Practical Nursing Education department chairperson's office in the Paramedical Building at Forsyth Memorial Hospital, and the Information Registration Center on west campus will handle lost and found articles. All lost articles of value should be reported to the Public Safety Office on the main campus.

PLACEMENT OFFICE

The Placement Office offers services free of charge to area employers, current students, and graduates of Forsyth Technical Community College. Each year the Placement Office assists over 1,400 companies in finding employees from the ranks of current students and graduates.

Services provided to students and graduates include assistance in identifying employers, assistance in writing resumes and cover letters; help in preparing for interviews; a chance to view printed and videotaped materials on the job search process; local, state, and national employment directories; current wage and salary information; projected employment demand in various fields; and file information on 500 companies.

A board displaying all jobs currently listed with the Placement Office is located in the Parkway Building on main campus. The Placement Office is located in Ardmore Hall on main campus, and is open 8 a.m. through 5 p.m. Monday, Tuesday, Wednesday, Friday, and 8 a.m. through 8 p.m. on Thursday.

STUDENT CENTERS

A large, attractive student center is located on the ground level of Snyder Hall. Students are encouraged to use the center as a place to meet, talk, eat, and relax. A study lounge is also available next to the bookstore for a quiet place to study.

Student lounges are available to students in the health programs in the Allied Health Building at the North Carolina Baptist Hospital and in the Paramedical Building at Forsyth Memorial Hospital.

A student lounge and cafeteria is available in Hauser Hall on the ground floor.

GUIDELINES FOR TELEPHONE CALLS TO STUDENTS

Students cannot receive telephone calls or messages at school except for an emergency. Forsyth Technical Community College does not have the facilities to forward general messages to students. Relatives, friends, and associates should be asked not to contact students at school. In case of an emergency, however, the staff will make every effort to relay information to students. Those calling in an emergency will be asked to state the nature of the emergency, give a name, and a return telephone number. It is the policy of Forsyth Technical Community College not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student.

USE OF FACILITIES

The buildings and their contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, and shops.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas, or on campus grounds.



CLUBS, ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association serves to promote interest in student affairs both on and off campus. The association is composed of all students who pay the student activity fee. Four representatives are appointed from each of the instructional divisions to serve on the Executive Council. Representatives to the Executive Council elect the Student Government Association officers from within the Executive Council. The Student Activities Facilitator serves in an advisory capacity to the Student Government Association. The Student Activities Facilitator's office is located in Snyder Hall. The Student Government Association office is located in Hauser Hall.

STUDENT REPRESENTATION ON BOARD AND COMMITTEES

The President of the Student Government Association is a nonvoting member of the Board of Trustees of the College. Student representatives also serve on the Student Appeals Committee, the Graduation Committee, and other College committees concerned with students.

STUDENT ACTIVITIES

Forsyth Technical Community College strives to offer its students more than an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Technical Community College recognizes that a college education includes social, professional, and cultural involvement as well as academic. We invite you to come by the Student Activities Office in Snyder Hall and find out more about what Forsyth Technical Community College has to offer outside the classroom.

STUDENT CLUBS, ORGANIZATIONS, AND ACTIVITIES

Alumni Association

All graduates of Forsyth Technical Community College automatically become members of the Alumni Association and are encouraged to be active in Alumni Association events. There are no fees or dues for membership.

Each year the Alumni Association sponsors the Forsyth Technical Community College Distinguished Alumni Award. The award is presented to a graduate of the College who has demonstrated outstanding service to the community and/or professional accomplishments.

Prospective graduates interested in becoming an active participant in Forsyth Technical Community College's Alumni Association should contact the Job Placement Office or the Student Activities Office.

Data Processing Management Association

The Data Processing Management Association (DPMA) Student Chapter provides the Business Computer Programming students with opportunities in the data processing

field. Members of DPMA have opportunities to learn more about data processing through regularly scheduled meetings to the students, attendance at the local chapter meetings and field trips to local computer facilities.

Handicapped Awareness Club

The Handicapped Awareness Club was organized to provide a support group for the handicapped students at Forsyth Technical Community College and to acquaint other students, faculty, and staff with both the needs and abilities of the handicapped. Monthly meetings are open to any fee paying Forsyth Technical Community College student but only handicapped students are eligible to hold office.

Epsilon Delta Gamma

Membership in Epsilon Delta Gamma is open to any student who is, or has been, enrolled in a course of study in the administration of criminal justice.

The objectives of the organization are to promote public understanding of the problems and objectives in the administration of criminal justice and to evaluate the standards of, and foster greater understanding between, the agencies and departments in all areas of the administration of criminal justice.

Phi Theta Kappa Honor Society

Membership in Phi Theta Kappa is open to students enrolled in an associate degree program who have completed 12 or more credit hours with a cumulative grade point average of 3.5 or above. This national organization has approximately 700 affiliate chapters and is sanctioned by the American Association of Junior and Community Colleges.

Student Chapter of the Society of Manufacturing Engineers

The Student Chapter of the Society of Manufacturing Engineers is a service and social club open to students from the Manufacturing Engineering Technology and Mechanical Drafting and Design Technology curricula. This club has raised and set aside funds for endowing a scholarship open to second-quarter students in these two fields of technology.

Student Practical Nurse Organization

The Student Practical Nurse Organization originated in 1983, and its membership is composed of students in this curriculum. Its purpose is to provide opportunities for students to benefit Forsyth Technical Community College, the Practical Nurse Education curriculum, and nursing in the community.

Students Against Driving Drunk (SADD)

The SADD chapter involves education concerning the problem of drinking and driving and the laws regarding drinking in North Carolina. The student members elect the executive council. Other members include faculty and interested community people. Members are urged to attend meetings and participate in scheduled activities and fund raisers. We invite you to join an organization that cares about living. Remember "Friends Don't Let Friends Drive Drunk."

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

STUDENT USE OF WEST CAMPUS GYMNASIUM FOR ACTIVITIES

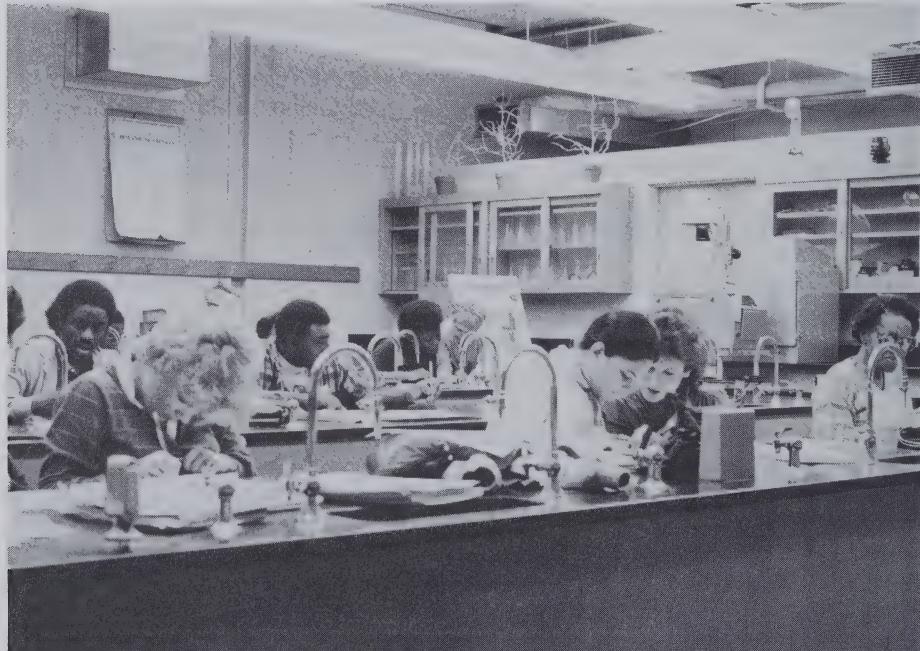
Forsyth Technical Community College's West Campus gymnasium is available for students' use. Weight rooms housing weight machines and free weights are located in both the men's and women's locker rooms. Students may check out sports equipment for use in the gymnasium by presenting their current student identification card. However, student activities must be supervised by a Forsyth Technical Community College administrator. Hours for gymnasium use will be posted and are subject to change each quarter.

ATHLETICS

The College does not offer a formal, organized athletic program. The students, with assistance from the Student Activities Facilitator, have organized basketball, golf, softball, and volleyball teams and compete in Winston-Salem city leagues as well as against other community colleges.

STUDENT PUBLICATIONS

The **REPORTER** is the student newspaper written, edited, and managed by the student staff with assistance of the Student Activities Facilitator. Students are encouraged to participate actively in the preparation of the FTCC **REPORTER**.



CONSTITUTION

FORSYTH TECHNICAL COMMUNITY COLLEGE

STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the President of Forsyth Technical Community College.

ARTICLE I NAME

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Executive Council, hereafter referred to as the EC.

ARTICLE II OBJECTIVES

- Section 1. To encourage an interest in our campus, college activities and student body concerns.
- Section 2. To promote a mutual respect between the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the EC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4. To make recommendations to the President and the Student Activities Facilitator, hereafter referred to as the SAF, of Forsyth Technical Community College, concerning matters affecting the student body.
- Section 5. To recommend and sponsor student activities and programs in cooperation with the SAF.

ARTICLE III COMPOSITION

The Executive Council shall be composed of four representatives from each instructional division. To promote the broadest possible involvement in student government, students, faculty, and staff may submit names of prospective EC members to the appropriate divisional dean. Subsequently, the SAF and the appropriate department chairperson will interview nominees and submit their recommendations to the appropriate divisional dean for approval.

Section 1. Representatives shall be enrolled in and actively attending at least six credit hours each quarter and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.50 grade point average.

Section 3. A president, vice president, secretary, treasurer, and public information officer shall be elected from the representatives to the EC.

Section 4. The representatives' term of office shall be for a period of one academic year, that being from fall through summer quarter.

Section 5. The SAF shall be the senior advisor to the SGA.

ARTICLE IV MEETINGS

Section 1. The EC will meet with the SAF on a bimonthly basis.

Section 2. By majority vote, the EC may elect to become inactive during summer quarter.

Section 3. Bimonthly meetings will be announced to the student body as a whole. Bimonthly meetings are open to any student, staff member, or board member wishing to attend.

Section 4. The president of the SGA, the SAF, or the president of the College may call a special SGA meeting should the need arise.

Section 5. A minimum of one representative from each division must be present to conduct any business of the EC.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. There shall be no voting by proxy except when approved at the previous meeting.

Section 8. Motions passed by the EC shall be subject to review and remand by the SAF.

ARTICLE V DUTIES

Section 1. The President shall:

- A. Call and preside at all EC meetings.
- B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in his/her place.
- C. Appoint special committees or positions as he/she or the EC deems necessary, except vacancies on the EC.

- D. Have the power to act in the absence of the EC representatives when in the interest of the student body.
- E. Represent the SGA in all relations with school officials and with other institutions.
- F. Submit to the EC such recommendations as he/she deems necessary either in writing or in person.

Section 2. The Vice President shall:

- A. Be an assistant to the president and assume the duties of the president in his/her absence.
- B. Assume the duties of the president should the president resign his/her position.
- C. Oversee all committees of the EC and serve as an ex-officio member of these committees unless appointed as an official committee member.
- D. Inform representatives not present at meetings of all decisions and discussions that occurred.
- E. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the EC.
- B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAF.
- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:

- A. Maintain the financial reports of the SGA.
- B. Assist the SAF in maintaining the inventory of all equipment and materials owned by the SGA.
- C. Submit a financial report at all regular meetings of the EC.
- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the Reporter Staff.
- C. Serve as chairperson on the Poster and Publicity Committee.
- D. Assist in all other areas as requested by the president.

Section 6. All representatives, including those holding office, shall:

- A. Not miss more than two regular meetings and one called meeting of the SGA per quarter.
- B. Participate in at least 75% of all SGA projects and activities.
- C. Serve on at least one committee, and miss no more than two regular committee meetings and one called committee meeting per quarter.

- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Executive Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article IX, Section 4.)

ARTICLE VI COMMITTEES

- Section 1. Standing committees shall include:
 - A. Budget
 - B. Entertainment
 - C. Poster/Publicity
 - D. Service Projects
 - E. Fund Raising
 - F. All other committees deemed necessary by the president.
- Section 2. Inactive committees shall include:
 - A. All committees not meeting on at least a quarterly basis.
- Section 3. Members of committees shall:
 - A. Serve as chairperson of no more than one standing committee at a time.
 - B. Serve on no more than three standing committees at a time. (The SGA Vice President shall serve as an ex-officio member of all committees.)

ARTICLE VII VACANCIES

- Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.
- Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the EC.
- Section 3. Vacancies of a member shall be filled as expediently as possible. The selection process shall be the same as for the composition of the EC.

ARTICLE VIII GRIEVANCE PROCEDURES

- Section 1. Anyone who wishes to file a formal complaint concerning SGA/EC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and the SAF.
- Section 2. The grievance will then be reviewed by the officer and the SAF and may be brought before the EC unless the grievance is of a personal nature.
- Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

ARTICLE IX IMPEACHMENT

Section 1. A representative is eligible for impeachment by committing any one of a combination of the following:

- Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 6, items A, B, and C.
- Does not perform the duties as assigned in the Constitution.
- Exhibits conduct unbecoming of an EC member.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAF and the highest uninvolved officer or representative.

Section 3. The SAF and the uninvolved highest officer or representative, plus the EC representative of longest tenure, will constitute the Review Committee.

Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the EC.

Section 5. The Review Committee must call a special meeting of the EC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:

- Reason for dismissal will be read.
- The highest uninvolved officer will substantiate the reason for dismissal.
- The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- A vote will be taken and the majority will rule.

ARTICLE X AMENDMENTS

Amendments to this Constitution shall be proposed by a representative of the EC or the SAF at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

